Who is responsible for safeguarding fixed assets?

Tell Me

Supplemental to University Policy 601.15, Control and Management of University Equipment and Other Property.

1. It is the department's responsibility to safeguard its assets from damage, theft, misuse, etc. and to document the procedures in place to do so.
2. This applies not only to capital equipment but to non-capital equipment as well, particularly those assets that are sensitive to theft or misappropriation (e.g., computers and laptops).

Related FAQs

- How do I know which Fixed Assets eForm to use?
- Which account code should I use to record the purchase of an asset when I create a new requisition?
- Can I still use the Excel-based paper Fixed Assets forms?
- Where should I enter an account code in 49er Mart?
- How do I verify who the authorized fixed asset disposition approver is for my area?