August 29, 2013

Department of Biology – Asset Tracking Policy

It is the responsibility of the Asset Management Department to track capital assets valued $5,000 and non-capital assets valued between $2,500 and $4,999. The Department of Biology will work cooperatively with Asset Management Department and the School of Natural Sciences, Mathematics, and Engineering (NSME) to track and inventory Biology equipment which falls under the above mentioned categories, as required by CSUB and State Regulations.

The Department of Biology will also track, and inventory once a year, all equipment items valued between $1,000 - $2,499. One of the biology instructional support technicians working in the science stockroom will be designated as the department representative for inventory control and management. This individual will maintain the database and perform a physical inventory once per year. Each year the inventory will be reported and any items deemed lost, stolen, missing, or surveyed will be reported as required. Items costing under $1,000 are assets that will not be tracked. The database will include the following information; a description of the item, the approximate value, year of acquisition, the physical location, and an identifying number if available. The representative from Biology will then coordinate this activity with Ken Eickenhorst (or current NSME designee) in the Office of the Dean who will be assigned the responsibility of collecting the database from each department within NSME and preparing a report for NSME.

The information from the Department of Biology inventory will be included in the once a year report by the Dean of Natural Sciences, Mathematics, and Engineering who will review the physical inventory with the property control designee for NSME and provide the Provost with a report.

Department Representative(s):

BIOLOGY – Stockroom Technician (Instructional Support Technician I)