August 30, 2013

Department of Mathematics – 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 Mathematics will work cooperatively with Asset Management and the School of Natural Sciences, Mathematics, and Engineering (NSME) to track and inventory Mathematics equipment which falls under the above mentioned categories, as required by California State University, Bakersfield and state regulations.

Once a year, the Department of Mathematics will track and inventory all equipment items valued between $1,000.00 and $2,499.99. The Mathematics Administrative Support Coordinator 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 Mathematics will then coordinate this activity with Ken Eickenhorst (or current NSME designee), who will be assigned the responsibility of collecting the database from each department within NSME and preparing a report for the school.

The information from the Department of Mathematics inventory will be included in the annual 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):

MATHEMATICS – Lea Bush (or Administrative Support Coordinator I)