Department of Nursing – Asset Tracking Policy

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

NS&M will also track, and inventory once a year, all equipment items valued between $1,000 and $2,499.

The Department of Nursing will assign an individual or individuals to 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.

Tom Osborn, through the Office of the Dean, will be assigned the responsibility of collecting the database from each department within NS&M and preparing a report for NS&M. Once a year the Dean of Natural Sciences and Mathematics will review the physical inventory with the property control designee for NS&M and provide the Provost with a report.

Approved by Nursing Faculty Organization 2-7-08