Department of Physics & Engineering – 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. NSM&E and the Department of Physics & Engineering will work cooperatively with the Asset Management Department to track and inventory Department of Physics & Engineering equipment which falls under the above mentioned categories, as required by CSUB and State Regulations.

The Department of Physics & Engineering will also track, and inventory once a year, all equipment items valued between $1,000 - $2,499. Each department will assign an individual 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. The person responsible for the tracking the Physics & Engineering property is Elizabeth Powers. Ken Eickenhorst in the Office of the Dean will be assigned the responsibility of collecting the database from each department within NSM&E and preparing a report for NSM&E.

Once a year the Dean of Natural Sciences, Mathematics & Engineering will review the physical inventory with the property control designee for NSM&E and provide the Provost with a report.

Department Representative:

PHYSICS & ENGINEERING – Elizabeth Powers