



Title:	Personal Assignment of NTCC Property
Effective Date:	12/08/2008
Last Revision Date:	08/10/2011
Cancellation:	
Office:	Facilities Management (FM)

Personal Assignment of NTCC Property

PURPOSE

The purpose of this Policy and Procedure is to outline guidelines and procedures for NTCC employees to ensure that NTCC property is accounted for properly when it is removed from its normal domicile campus. NTCC property should only be removed from its normal domicile campus when it is in the best interest of the NTCC to do so.

POLICY STATEMENT

When property is entrusted to any employee of the Northshore Technical Community College, the campus property manager shall secure a receipt for such property from the person receiving the property, and in such event, the campus property manager shall be relieved of responsibility for the property but shall continue to maintain accountability for the property. Upon return of the property to the campus property manager he/she shall return the employee's receipt or issue an acknowledgment of return of the property and resume responsibility of the property. NTCC property shall only be used for official state business.

On the occasion it becomes necessary for the temporary removal of state moveable property from its normal domicile on campus to enable an employee(s) to perform state business away from the campus; the following procedure should be adhered to.

PROCEDURE

1. On the attached form, complete the required information above the dotted line.
2. Acquire necessary Campus Dean/Designee and Department Head signatures.
3. This form should then be forwarded to the Campus Property Control Manager for review and record/file.



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4. Once approved, the original form will be retained by the Campus Property Control Manager, a copy will be sent back to the employee to be retained until the property is returned. The original form should be attached to the Campus Property Control Manager's inventory print-out in the event of an audit. A check-out log shall be maintained by the Campus Property Control Manager detailing a description of the property assigned, the LPAA tag number (if applicable), the employee's name that has the property, and the dates when it was assigned and returned.
5. When the property is returned, complete the information below the dotted line (receipt). The receipt shall be given to the employee and the Campus Property Control Manager shall record the returned property in the check-out log. Property shall not be checked-out for more than a six (6) month period of time.

“Property” is defined as all tangible non-consumable movable property owned by NTCC. Examples of property may include but not excluded to the following: Laptop/Notebook Computers, data projectors, all cameras, portable printers, mannequins, tables, chairs, etc.

Liability

Each NTCC Property Control Manager and each person to whom property is entrusted and receipted for as provided in these procedures shall be liable for the payment of damages or replacement whenever his/her wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his/her agency for which he is responsible as provided herein and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general.

Policy Reference: [LA Title 34, Chapter 3](#)
[LPAA rules and regulations](#)

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	10/05/2008	12/08/2008
X	Campus Deans	10/05/2008	12/08/2008
X	Regional Director	10/05/2008	12/08/2008

Distribution: Distributed Electronically via College's Internet and E-mail
Hard Copy Distribution to NTCC Campus Deans



REQUEST FOR TEMPORARY REMOVAL OF STATE MOVABLE PROPERTY

Department Name: _____ Department Phone Number: _____

Instructions: Fill out the necessary information above the dotted line. Acquire necessary Campus Dean/Designee and Department Head signatures. This form should then be forwarded to the Campus Property Control Manager for review and record/file. Once approved, the original form will be retained and recorded in the check-out log by the Property Control Manager, a copy will be sent back to the employee to be retained until the property is returned. Property shall not be checked-out for more than a six (6) month period of time. The original form should be attached to the Campus Property Control Manager's inventory print-out in the event of an audit. A check-out log shall be maintained by the Campus Property Control Manager detailing a description of the equipment assigned, the LPAA tag number if applicable, the employee's name that has the property, and the dates when it was assigned and returned. When the property is returned, complete the information below the dotted line (receipt). The receipt shall be given to the employee and the Campus Property Control Manager shall record the returned property in the check-out log.

I request that it be allowable for me to remove state movable property from its current operating location(s) and I understand that I shall be responsible for the equipment while in my care. I also certify that said property will be utilized for college related business only.

Employee Date

Assignment of Property Date: _____ Estimated Date of Return: _____
Date Date

Reason(s) _____

ITEM/DESCRIPTION	PROPERTY CONDITION	TAG NO.	CURRENT LOCATION	REQUESTED LOCATION

Approvals shall be based upon the purpose of job-related need or other purpose within the role, scope, and mission of the NTCC.

Approved by Campus Dean or Designee: _____ Date: _____

Department Head: _____ Date: _____

Campus Property Control Manager: _____ Date: _____

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Receipt
The aforementioned property has been returned to the proper location(s) as of this date

Employee: _____ Date: _____

Department Head: _____ Date: _____

Property Control Manager: _____ Date: _____