Facilities Management Department
Policy Statement #8

Accountability of University Property

1. Purpose. To provide guidance for the stewardship of equipment, parts, materials, and other University-owned property controlled by the Facilities Management Department. Equipment and materials utilized by Facilities Management are purchased with State funds provided by the taxpayers of North Carolina. Employees have a responsibility to safeguard these items and to use them efficiently and effectively. Directors, managers, and supervisors have an added responsibility to ensure accountability for University property under their charge.

2. Responsibility
   A. Positive Control
      i. First line supervisors will sign for all University property assigned to their shop or section and will be responsible for maintaining control of all items assigned.
      ii. Supervisors will follow prescribed procedures to ensure University property is safeguarded.
   B. University property Inventories
      i. Supervisors will conduct a quarterly inventory of all University property assigned to their shop or section. Supervisors will provide written documentation of their quarterly inventory to their manager.
   C. IT Equipment
      i. The Director of Facilities Information Systems will maintain accountability for all computers, laptops, tablets, monitors, software, and related items used within Facilities Management.
      ii. Facilities Management units are responsible for radio equipment assigned to their unit. Supervisors must maintain a record of each radio including the name of the employee to whom the equipment is assigned.
   D. Damaged or Missing Equipment
      i. Damaged or missing University property will be reported immediately to the shop or section supervisor. Supervisors should report missing items to campus Police.
      ii. Damaged or missing University property will be investigated and the reason documented in a memorandum to the unit director.
      iii. Repeated occurrences of damaged or lost University property may result in disciplinary consequences.

Revision History
September 24, 2002
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