

**PURPOSE**

It is the mission and purpose of Louisiana State University (LSU) to recruit and employ highly qualified faculty. With the recruitment of highly quality faculty there can be the additional requirement of accounting for the various items that go into facilitating top-quality research, instruction and public service programs that are associated with the transferring of property to Louisiana State University. In accordance with this goal, the University strives to not only ensure that these faculty members are hired as seamlessly as possible, it is also the responsibility of those departments hiring these faculty to make sure that the property¹ being transferred is accounted for in accordance with the applicable University policies and memorandums. The procedures below establish a formal method for implementation of this departmental process enabling a fluent transition for the incoming faculty member, the accurate reflection of property being brought to the University and the successful establishment of productive research, instruction and public service environments. These procedures are meant to complement and do not supersede University Policy Statement 101 or FASOP: PUR-05.

PROCESS

1. Upon receipt of the approval for hire, the department or unit will load an appointment form (XAPP) into the HRS system.
2. Once the appointment form (XAPP) has been routed for administrative approval in the HRS system, a link to the *Employee Information Page* will be generated and sent to the employees' LSU email address.
3. Upon receipt of this link, the prospective employee will be prompted to answer employment required questions associated with their status and potential appointment at LSU.
4. In the event that the prospective employee is bringing property that is being transferred from another entity, the potential hire will be prompted to disclose the property being transferred. They will be prompted by the question: ***'DOES YOUR POTENTIAL APPOINTMENT AT LOUISIANA STATE UNIVERSITY INCLUDE YOUR BRINGING PROPERTY?'***
5. If the answer is **'NO,'** the prospective hire needs to select that option and continue answering the rest of the questions on the *Employee Information Page*. If the prospective hire is not bringing any items with them, there is no further action regarding this procedure that the department or unit needs to do.
6. If the answer is **'YES,'** the prospective employee will fill out the *Property Transfer Disclosure Form*.

¹ Property can be and is not limited to: computers, microscopes, scanners, software, etc.

7. The *Property Transfer Disclosure Form* requires that the prospective hire disclose the following information about the property items being transferred to LSU:

- i. Item Description
- ii. Primary Location
- iii. Item Manufacturer
- iv. Model/Serial Number
- v. Prior Institution Tag Number (where applicable)
- vi. Acquisition Amount
- vii. Fair Market Value
- viii. Property Condition & any Additional Comments

8. Upon completion of this form and the submission of the answered questions on the *Employee Information Page*, the *Property Disclosure Form* will automatically be uploaded into the prospective hire's HRS profile. The Office of Human Resources' *Staffing Partner*, responsible for the hiring process will then review the XAPP and all attached documents and when a *Property Disclosure Form* is found to have been uploaded, will contact the appropriate department or unit contact and advise them to review and contact *Property Management* and *Sponsored Program Accounting*. These designated department or unit representatives shall review the *Property Transfer Disclosure Form* in conjunction with staff from *Property Management* and *Sponsored Program Accounting* for accuracy and compliance with applicable policy and subsequent procedures required.

The disclosure of property being brought to LSU is imperative to the efforts of *Property Management* and *Sponsored Program Accounting* in ensuring the accurate recording of such property for audit purposes. In addition to the audit requirement, the accurate disclosure of associated property is essential for accounting and will allow repairs if applicable.

ACCOUNTABILITY

The corresponding department or unit who is the primary arbiter of the hiring of a faculty member bringing in property will ensure that the prospective hire is aware of the property disclosure requirements and will verify that such disclosure is accurately completed.

Department/Unit Administrator/ College HR Contact will:

- Assure that the prospective hire is made aware of the property disclosure requirement.
- Confirm that the property is accurately disclosed via the *Property Transfer Disclosure Form*.
- Comply with all requests and policies of *Property Management* and *Sponsored Program Accounting*.

Property Contact:

LSU Property Management

P: 225.578.6921

E-mail: property@lsu.edu

Sponsored Program Accounting

P: 225.578.5337

E-mail: spa@lsu.edu

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