

Prepared by Property and Fund Management Office
This replaces Administrative Procedure A8.514
dated July 1982.

A8.514

A8.505 State Personal Property

June 2001

P 1 of 1

A8.514 Maintenance of Records

Records of inventorial property are maintained by the Inventory Management Section, Property and Fund Management Office (PFMO). All property in the care and custody of the University which meets the definition of inventorial property is recorded. The University's records for management and control for inventorial property include, but are not limited to, the following information:

- Description
- Custodian Name
- Manufacturer's Name
- Manufacturer's Model Number
- Serial Number
- Decal Number
- Cost
- Acquired Date
- Location

Records for all Government-Furnished Property (GFP) or Contractor-Acquired Property (CAP) shall be established and maintained pursuant to University procedures and in accordance with APM A8.526, General Property Management Standards, and APM A8.527, Records of Federal Property.