



MISSISSIPPI STATE
UNIVERSITY™

RECEIVING & PROPERTY CONTROL

All Things Property Control

AGENDA

01 What Property Is

02 Acquisition of Equipment

03 Account Codes & Title

04 Disposal of Equipment

05 Audit & Inventory Reviews

06 Vehicle Use & Accountability

07 Mail Services

08 Receiving



WHY PROPERTY MANAGEMENT MATTERS AT MSU

- Protects taxpayer-funded assets
- Ensures federal/state compliance
- Prevents loss, theft, or waste
- Supports audits and reporting
- Required by law (MS Code §29-9-21)

SCAN HERE



WHAT IS EQUIPMENT¹

Tracked as equipment if:

- Tangible (not consumable)
- Useful life of 1 year or more
- Cost \$1,000 or more

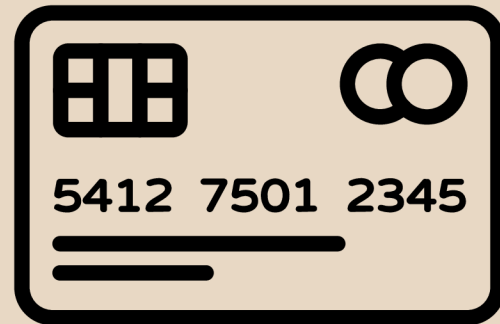
Exceptions:

- High-risk, high-loss, or commonly stolen
- \$50+: Two way radios
- \$250+: Camera, Camera Equipment, TV's, Computers, Computer Equipment
- Any Cost: Weapons, Lawn Equipment, Cell Phones, Chain Saws, Air Compressors, Welders, Generators, Vehicles



ACQUISITION OF EQUIPMENT

HOW EQUIPMENT IS ACQUIRED



Pro-Card

- Pre-Purchase Documents
 - Federal Screening Form (if Federal)
 - VR1 Form (if Vehicle)
- Requires
 - Acquisition Form
 - Bank Statement
 - Invoice
- Send documents to
property@property.msstate.edu



BullyBuy/PO

- Pre-Purchase Documents
 - Federal Screening Form (if Federal)
 - VR1 Form (if Vehicle)
- Requires
 - Correct Coding
 - Approval
- Add Mail Stop to your order name:
Kerry Smith/MS9605

BULLY BUY PROCESS

Requisition Submitted

- **4067** and **4082** requisitions reviewed by Property Control
- Attach required forms - *VR1 form, Federal Property Screening form, Wireless Communication form*
- Stage asset information before submission

Property Review

- Automatically routed by Bully Buy to Property Control
- Approved requisitions move forward; errors are sent back for correction

PO Issued

- PO sent to vendor

Receipt

- Department physically receives item
- Department completes Receipt in Bully Buy

Invoice Returned

- Bully Buy routes invoice back for asset entry

Asset Information Entry

- Enter asset information at ***line level only***

Property Final Review

- Routed back to Property Control

Final Processing

- Sent automatically to ReCoup

Department Process

Property Control Process

Bully Buy Process

ACCOUNT CODES




- **Furniture**

406710/408210

- Used for desks, cabinets, copiers, and other office furnishings

- **Ag/Outdoor**

406730/408230

- Covers tractors, mowers, ATVs, boats, and similar equipment
 - Includes attachments and farm-related tools at any cost
 - Not licensed for road use, which separates it from Vehicles
- 


- **Vehicles**

406720/408220

- Applies to licensed, tagged vehicles
- Any cost

- **Medical**

406740/408240

- Used for diagnostic and clinical equipment
 - Seen mostly medical settings
- 

ACCOUNT CODES CONT.

● **Computer/IT** 406750/408250

- Includes computers, printers, servers, routers, and related hardware
- Lower threshold applies to most computing devices compared to other equipment

● **Scientific** 406770/408270

- Used for research and laboratory-specific equipment
- Includes microscopes, lab benches, and specialized research tools

● **Media** 406760/408260

- Covers audiovisual, presentation, and recording equipment
- Includes projectors, displays, cameras, drones with cameras, and speakers
- Cell phones and similar devices also fall under this category

● **Other** 406790/408290

- Catch-all category for equipment not fitting other definitions
- Includes appliances, generators, compressors, trailers, and power tools
- Should only be used after confirming no other code applies

ACCOUNT CODES CONT.

- Consumable
406780 | Prior approval required
 - **Do not use without prior approval** from Property Control
 - Reserved for items that are quickly consumed or depleted
 - Not routinely taggable or inventoried
 - Incorrect use is a common compliance issue

- Sponsored
406798/408298
 - Used when equipment is purchased on a sponsored titled restricted fund
 - Ownership is defined by sponsor terms, not the university
 - Requires close coordination with Property Control and Sponsored Programs
 - Common audit focus due to ownership and disposition restrictions

EQUIPMENT TITLES

What is Title?

- Title tells us who legally owns the equipment
- Ownership determines what you can do with it
- This affects transfers, disposal, and reporting

Why this matters to you

- You cannot treat all equipment the same
- Some items require approval before moving or disposing
- Title answers the question: “Who has final say?”

Where to find title?

- Found in Banner (FZMSPGB)
- Determined by grant language



WHO CAN OWN EQUIPMENT

● Mississippi State owned

- Most day to day purchases
- Examples: E&G (10/90), Designated/Auxiliary (20), some restricted (30)
- MSU controls use, transfer, and disposal
- Common Banner codes: M or O under \$5,000

● Private sponsor owned

- Equipment belongs to the sponsor
- Examples: foundations, industry partners
- MSU cannot dispose or transfer without approval
- Banner code: P

● State owned

- Flow through state funds
- Example: MS Department of Education
- Disposal and transfer rules may differ
- Banner code: S

● Federal owned

- Equipment belongs to the federal agency
- Examples: ONR, DOD, DOE, NASA
- Requires federal screening before purchase
- Additional controls may apply, especially over \$5,000

FEDERAL EQUIPMENT: WHAT YOU NEED TO KNOW

● What is Federal Titled Equipment?

- Purchased using federal grant or contract funds
- Typically items greater than \$5,000
- Title remains with the federal agency, not MSU

● Acquisition Requirements

- Requires Federal Screening Form
- \$5,000–\$75,000: PI & Dept Head must sign
- Over \$75,000: PI, Dept Head, and Property Control must sign
- Must be approved before purchase

FEDERAL EQUIPMENT: WHAT YOU NEED TO KNOW CONT.

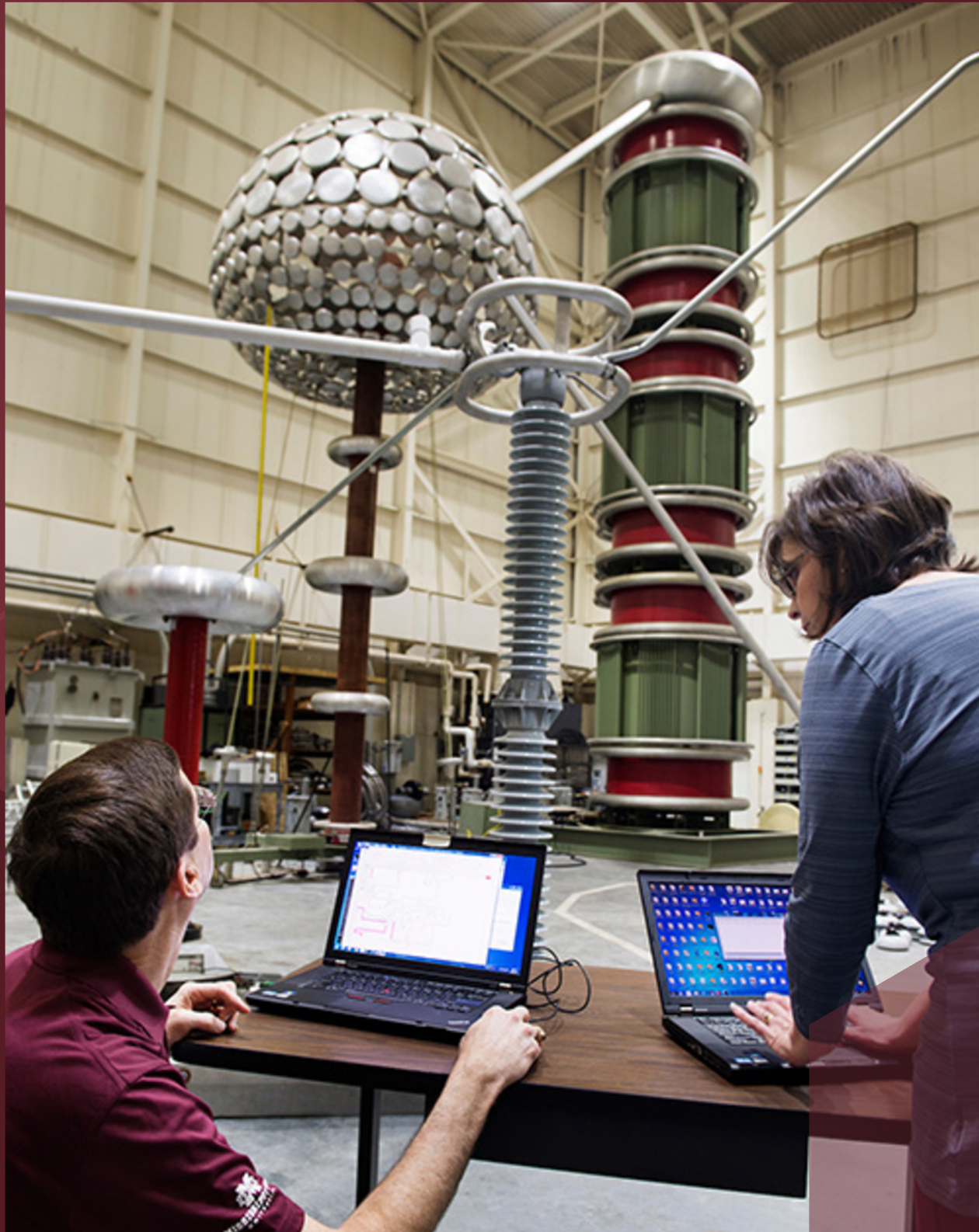
● Security & Identification

- Federal items must have distinct inventory tag
- Must be stored in a secure location
- Property Control may conduct spot checks
- You must keep inventory database updated when a move or change occurs

● Maintenance Responsibilities

- Dept. & PI must maintain and/or calibrate equipment
- Follow manufacturer's specs or grant conditions
- Keep maintenance records throughout the award period
- Records must be available upon request for audits

EQUIPMENT TRANSFERS – REDUCE COSTS, REUSE ASSETS



Why Transfers Matter

- Avoid duplicate purchases across departments
- Maximize use of existing equipment
- Promote budget-conscious operations
- Maintain clean inventories

Can It Transfer?

- Yes - If it is MSU-titled
- If it's sponsor-owned (federal/private) > Must have written approval from the sponsor

Looking For or Offering Equipment?

- Departments can offer unneeded items to others across campus
- Looking for something? Ask before you buy
- Email ***disposals@property.msstate.edu*** to:
 - Make sure to include:
 - Photos
 - Descriptions
 - Contact Information

DONATING EQUIPMENT: WHAT YOU NEED TO KNOW

● Donations Are Allowed — With Conditions:

- Must be MSU-titled (we can't give away sponsor-owned property)
- Requires approval through Property Control

● Important Reminders:

- No donating federal/sponsor-owned equipment
- No informal giveaways to individuals or employees
- Donations must go to other state funded agencies

● Donation Process:

- Confirm the item is eligible for donation
- Complete the State Funded Entity Transfer Form
- Provide details of the recipient agency or institution
- Get final approval before releasing the item

● Receiving Donations

- Contact the Foundation
- IRS tax implications of donors
- Recorded in the gift registry
- Contact Lynn Durr or Tammie Jackson at the Foundation



DISPOSAL OF EQUIPMENT

DISPOSING OF EQUIPMENT: DON'T SKIP THE PAPERWORK

● When Can You Dispose of Equipment?

- Item is broken, obsolete, or no longer needed
- Not reusable by other departments (surplus first)
- Must be MSU-titled (can't dispose of sponsor-owned without approval)

● Do Not:

- Throw equipment in the trash without prior approval
- Dispose of federal/sponsor property without written permission
- Give equipment to employees, students, or off-campus individuals

● Disposal Process:

- Complete the Equipment Disposition Form
- Wipe all data from computers, phones, tablets, etc.
- Remove all fluids: refrigerant, gas, oil
- Submit to and coordinate with ***disposals@property.msstate.edu***
- Wait for Property Control to schedule pickup

GOVDEALS: WHERE SURPLUS GETS A SECOND LIFE

● What Is GovDeals?

- Online auction platform for selling MSU's surplus property
- Open to the public — bidders include individuals, companies, schools, and more
- Helps MSU recover value from unneeded equipment

● How the Process Works:

- Submit asset info to Bid Specialist and Asst. Property Officer
- Once paperwork is completed, the item is listed on GovDeals for the required posting period
- Inventory removal is handled for you once the item is sold

● What Goes on GovDeals?

- Equipment no longer needed and not reused on campus
- Must be MSU-titled
- Vehicles, lab equipment, tools, lawn equipment, etc

● Important Notes:

- Not all items are eligible (e.g., broken items with no value)
- Cannot sell sponsor-owned equipment
- Not everything sells!
- MSU employees cannot buy MSU items

LOST OR STOLEN EQUIPMENT

- What's Considered Lost or Stolen?
 - Items misplaced and can't be located after a search
 - Items taken from vehicles, labs, offices, etc.
 - Missing items discovered during inventory or spot checks

- What to Do Right Away:
 - Notify MSU Police immediately
 - Submit a Lost or Stolen Affidavit to Property Control
 - Notify your supervisor or department head

- Why It Matters
 - Pulls business staff into follow up, coordination, and corrective actions
 - Failure to report may result in audit findings or penalties
 - Helps protect you and the university from liability





AUDITS & INVENTORY REVIEWS

AUDITS

● Office of the State (OSA) Auditor

- This is a state-mandated audit to ensure MSU is following Mississippi property laws
- Conducted every two years, covering 1/3 of campus each cycle
- If your department misses your self-audit deadline or reports missing equipment, you're automatically added to the next cycle
- MSU conducts the audit internally to stay compliant with state law.
- Be proactive — complete your self-audit on time and keep your records clean

● Sponsor Audits

- These audits are triggered by the granting agency, not MSU
- They can occur anytime during or after the life of a project
- The most common is the Office of Naval Research (ONR), which focuses on equipment bought with grant or contract funds
- Issues found in a sponsor audit can lead to serious consequences, like loss of funding, project delays, or disallowed costs
- All equipment purchased with sponsor funds must be:
 - Properly tagged (often with federal title tags)
 - Maintained and secured

AUDITS

● Change in Department Leadership

- Occurs when a department head or director leaves or retires, and new leadership takes over
- A full inventory verification is done to validate everything assigned to the department is present and accounted for
- Protects both the outgoing and incoming parties and supports a clean transition

● Departmental Self-Audit

- Every department must complete a yearly self-audit — this is not optional
- The self-audit requires 100% physical verification of all tagged items in your inventory
- If anything is missing or unlocatable, it must be reported immediately and will trigger follow-up actions (possibly including OSA audit)
- Completing this audit on time and accurately keeps you in good standing and reduces risk of deeper reviews



VEHICLE USE & ACCOUNTABILITY

Photo by Grace Cockrell, MSU Office of Public Affairs

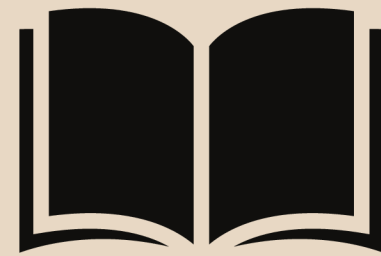
LOG BOOKS



IHL

Institutions must maintain logs with:

- Travel dates
- Driver names
- Mileage
- Destinations
 - To and From



Log Books

Essential for tracking:

- Vehicle use, mileage, fuel, and maintenance

Supports:

- Performance monitoring, cost management, policy enforcement, fleet efficiency



Requirements

Logs must include:

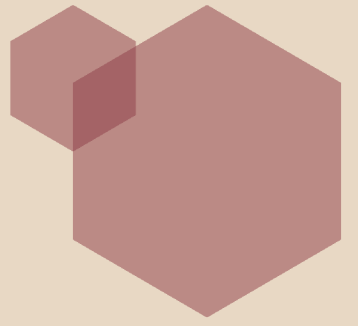
- Date,
- Destination/Purpose,
- Odometer readings, start/end
- Traveler's name
- Fuel or maintenance purchases

LOG BOOK EXAMPLE

Date (MM/DD/YY)	Driver Name	Starting/Ending Odometer	Destination or Purpose	Maintenance or Repair Type	Maintenance or Repair Cost	Odometer at Fill Up or Maintenance	Fuel - Total Gallons	Fuel - Total Cost
07/27/23	Bob	1,000	Vance Refrigeration					
		1,050						
07/28/23	Michael	1,050	Lacawanna Coal Mine			1,060	25.675	\$63.63
		1,075						
07/29/23	Dwight	1,075	Scranton Auto Service	Repair flooded car	\$1,500	1,077		
		1,080						

Bob: Recorded starting and ending odometer readings for his trip to Vance Refrigeration.

LOG BOOK EXAMPLE

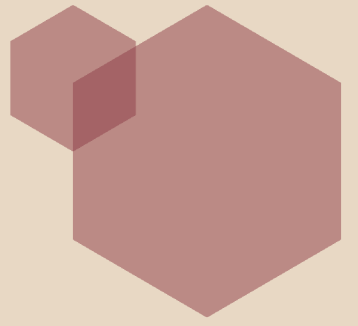


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		1,075						
07/29/23	Dwight	1,075	Scranton Auto Service	Repair flooded car	\$1,500	1,077		
		1,080						

Michael: Visited Lacawanna Coal Mine and refueled en route



LOG BOOK EXAMPLE

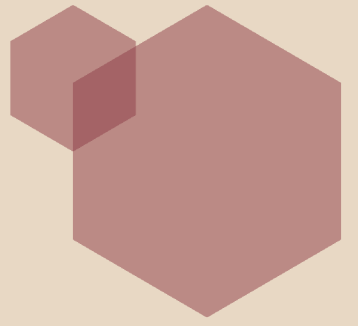


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		1,075						
07/29/23	Dwight	1,075	Scranton Auto Service	Repair flooded car	\$1,500	1,077		
		1,080						

Dwight: Logged maintenance at Scranton Auto Service following a repair for a flooded car.



LOG BOOK EXAMPLE



Date (MM/DD/YY)	Driver Name	Starting/Ending Odometer	Destination or Purpose	Maintenance or Repair Type	Maintenance or Repair Cost	Odometer at Fill Up or Maintenance	Fuel - Total Gallons	Fuel - Total Cost
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		1,080						

Each entry details travel destinations, maintenance activities, and fuel usage, illustrating proper log book usage.



FUELMAN

01

Fuel Management

- Off-Site: Use Fleet Gas Card
- On-Site: MSU Transportation Service Station and MAFES Motor Pool
 - Requires PIN
 - Must be logged

02

Types of Fuel

- Prefer regular, unleaded
 - Ethanol or bio-diesel when suitable & cost-effective
- Use alternatives if Regular not available

03

Fuel Cards & Keys

- DO NOT share PINS
- Store keys & fuel cards securely

04

Purchases & Reimbursements

- State Contract Rates
- Avoid taxed purchases and personal card use
- Complete Out-of-State Travel Forms at least WEEK before travel



ENSURING SAFETY

Accidents

● Immediate Actions:

- Call 911 or the local authorities to obtain a police report, mandatory for all automobile accidents

● Report to MSU:

- Contact the Office of Risk Management at 662-325-5839 for guidance.
- Fill out the Auto Accident Reporting Form (scan QR code right)

● Report to Department:

- Notify Department Head and Property Rep with all relevant details as soon as it is safe to do so

● Accidents to report:

- MSU vehicle and any person(s), item/structure, or vehicle (MSU or non-MSU)



**Auto Accident
Reporting Form**



MAIL SERVICES



MAIL SERVICES: WHAT YOU NEED TO KNOW

● What Mail Services Is

- Mail Services supports campus mail delivery and outgoing mail processing
- We are *not* the U.S. Post Office

● Rush Items & Large Orders

- Delivery and pickup times may vary based on route volume and operational demands
- If you have a rush item or large outgoing mailing, bring it directly to the mail station

● Help Us Deliver Correctly

- Always use your Mail Stop
- A missing or incorrect Mail Stop can delay delivery
- Follow standard addressing guidelines for outgoing mail
- Don't mix campus mail and external mail



RECEIVING



RECEIVING: WHAT YOU NEED TO KNOW

● What Receiving Does

- The Station serves as the central receiving location for packages delivered to campus
- Packages are received and inspected for visible damage
- Items are sorted by delivery zone and delivered daily

● Important Guidelines

- Limited space is available
- Student packages are not accepted
- Personal packages should not be sent to this address

● Help Us Deliver Correctly

- Always include your Mail Stop in the Attention line when placing an order
- Missing or incorrect Mail Stop information can delay delivery
- Use the approved delivery address format when submitting orders

Example:

**Attn: Lee Hester/MS9605
405 Garrard Road E.
Starkville, MS 39759**

CONTACT US

Lee Hester

Director - Property, Receiving, &
Mail Services

Samantha Nall

Property, Receiving, &
Mail Services Manager

Kerry Smith

Assistant Property Officer

662-325-2545

CONTACT US

Hallie Rodgers

Property Services Coordinator

Acquisitions

Transfers

BullyBuy Purchases

ProCard Purchases

property@property.msstate.edu

Ron Verdell

Receiving Services Coordinator

Standard Disposals

Surplus Requests

Freight Deliveries

Receiving Questions

disposals@property.msstate.edu

Thom Gordon

Mail Services Coordinator

Mail Routes

Campus Ship/Outgoing Mail

USPS Outgoing Mail

mail-invoices@mailservices.msstate.edu

662-325-2545

The background features a dark red color with several overlapping, semi-transparent hexagonal shapes of varying sizes and positions. A central, slightly larger hexagon contains the text. The overall aesthetic is modern and geometric.

QUESTIONS?

MANUALS

1. Office of the State Auditor. (2018). Property Officers Manual. <https://www.osa.ms.gov/sites/default/files/Resources/Fixed%20Assets-Property/propoffman20.pdf> (Original work published 1994)
2. Mississippi State University. (2023). Property Management Procedures Manual. https://www.property.msstate.edu/sites/www.property.msstate.edu/files/inline-files/03_2023%20Property%20Mgt%20Procedures%20Manual_State%20of%20MS_aoa.pdf
3. Mississippi State University. (2025). Sponsored Property Management Procedures Manual. https://www.property.msstate.edu/sites/www.property.msstate.edu/files/inline-files/Sponsored%20Property%20Mgt%20Procedures%20Manual_2025%20-%20Website.pdf
4. Mississippi State University. (2019) Fleet Management Guidelines and Procedures. <https://www.procurement.msstate.edu/pdf/FleetManagementGuidelines.pdf>



COMING
SOON