



# NORTHERN ARIZONA UNIVERSITY

## PROPERTY ADMINISTRATION CONTROLS SELF ASSESSMENT

Internal accounting controls over university property need to adequately safeguard assets against theft and misuse and provide documentation for insurance purposes in the event of fire or other casualty loss. Accounting controls should ensure proper classification and valuation of fixed assets and distinguish capital improvements from repairs and maintenance.

Additional information can be found on the [Property Administration website](#).

The following list of questions is designed to help you assess the state of your departmental property control procedures and practices. These guidelines will align your business with best practices. Additionally, these are the types of practices that an auditor would look for when reviewing your operation. The optimal answer to each of the questions below is "Yes".

If you find any "no" responses, now is the time to make a few changes. It may be easier than you think! If you need help working through process improvements and thinking through alternatives, please feel free to contact the Property Administration Office at 523-8036 or the [Financial Controls](#) office.

	Response
1. Are policies and procedures current, in writing, and properly approved?	
2. Are these policies and procedures clearly stated and systematically communicated?	
3. Are receiving, issuing, accounting and storing functions segregated among employees?	
4. Are machinery and equipment costing \$5,000 or more with a useful life equal to or greater than one year capitalized?	
5. Are all computers, regardless of purchase price, inventoried and tagged by Property Administration?	
6. Is the Property Administration department notified when	
a) Assets are received?	
b) Asset location is changed?	
c) Assets are transferred to surplus property?	
d) Assets are stolen, vandalized, cannibalized, damaged or missing?	
e) Assets are used as a trade in?	
f) When a gift in kind form is completed?	



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7. Are accounting records promptly updated as appropriate when any of the above actions occur?
8. Is physical inventory taken as requested by the Property Administration department and returned by the required due date?
9. Is adequate documentation maintained for items reported missing?
10. Is adequate physical security maintained to protect the assets from theft?
11. Is adequate documentation for off-campus use of university assets maintained?
12. Is adequate documentation for home use of university assets maintained including annual review and renew of documentation?
13. Does the transfer or request for disposal of equipment require written approval by an authorized individual?
14. Is all surplus property sent to Property Administration for disposal?

**Response**



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Please enter any comments in the box below. Please be sure to reference the question number.

## Questionnaire Completed By :

First Name:

Last Name:

EmplID:

Department:

Date Completed:

Please enter 3 letter code from [this list](#).

*Please use format mm/dd/yy*

By submitting this form, I am attesting that all information given is correct and whole to the extent of my knowledge.

*Please submit only once – this process may take a moment.*

To reset the entire form, including comments, click here: