Policy Statement/Background:

None

Policy:

Property Control will assign asset numbers to equipment for inventory purposes.

Departments are responsible for notifying Property Control when there are equipment acquisitions or a change in equipment status (i.e., transfers to other departments, changes in location, loss, theft, destruction and/or disposal).

Campus departments are responsible to review/update inventory lists on an annual basis.

Definitions:

Property: refers to procured or manufactured equipment that is self-contained, durable (expected service life of two or more years) and with a cost valuation contingent on the funding source utilized to purchase the asset.
Contact:

Additional information about this policy is available here:

**Property Control**
Central Services Building
Stony Brook, NY 11794
(631) 632-6306
[Property_Control@StonyBrook.edu](mailto:Property_Control@StonyBrook.edu)

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Property Control Policies & Procedures Handbook](#)
- [Property Control Website](#)
- [Property Control Forms](#)