



**WINSTON-SALEM**  
STATE UNIVERSITY

**Finance & Administration**

## *Fixed Assets Frequently Asked Questions*

**What is the tagging threshold for tagging University assets?**

*The threshold for tagging is \$5,000.00 & above*

**How do I keep track of my department's assets under the University threshold of \$5,000.00?**

*If each department would assign a person to keep track of their incoming assets and they make up their own tags (example: Property of Purchasing) on any label will work and keep a excel spreadsheet with the Make, Model, Serial number and Location. It would make finding things much better.*

**What should I do when assets are stolen from my department?**

*Contact campus police and give them all the information on that asset(s). If this is an asset with a WSSU tag on it; send a copy of the police report to the Fixed Assets Office, so that it may be removed from the department's inventory.*

**What if a company or person wants to give my department a donation/gift?**

*Any donation or gift to the University is greatly appreciated, but first the party giving the donation/gift must complete a form from the Division of University Advancement Donor Records. Please contact Ms. Dietrich Edwards at 336-750-3140 for details.*

**How do I send items to surplus?**

*An online work request will be needed to be completed with an itemized list of the things to be sent to surplus. The online work request is operated and maintained by Facilities and they are in charge of scheduling the moving company to come to campus.*

**How much will it cost to have items moved or sent to surplus?**

*Facilities is in charge of Moving and Hauling and they should be contacted to get pricing for moving and hauling. Contact the Budget Manager for Facilities and he/she should be able to answer any questions.*

**Can I buy my computer, file cabinet etc. from surplus?**

*No, you cannot purchase your computer etc. from surplus. All items in surplus are submitted to State Surplus in lots; meaning you cannot just buy one item from surplus, you would have to buy all at one time. Anyone can bid on surplus however; you cannot buy just one item.*

**Can I trash my surplus?**

*No you cannot trash State Property; no matter the cost of the item.*

**When my department is buying new furniture what do I with the old furniture?**

*When your department decides to buy new furniture, please complete a work request to have the old furniture remove. Usually the vendor can give you an approximate time frame as to when they will be delivering the new pieces, and Facilities will work with you.*

**Can the University donate to my church or nonprofit organization?**

*No, the university cannot donate to a church or nonprofit organization. Also, no state agency should donate state property.*