



CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**  
49<sup>ER</sup> FOUNDATION

## **Fixed Asset Management Policy**

### **Policy:**

The CSULB 49er Foundation shall hold no fixed assets (tangible property). Fixed assets purchased with 49er Foundation funds shall be transferred to the University at the time of receipt.

Division or departmental approval shall be obtained by the purchaser. Should the division or department not approve of the ongoing liability associated with the purchase, exception approval may be obtained by the CSULB Research Foundation Chief Operating Officer and the asset may be transferred to the CSULB Research Foundation.

### **Procedure:**

At the time of receipt, the purchaser shall complete the University's Property Transfer Request. <http://www.csulb.edu/~fmis/PropertySurveyTransferRequest.php>