



Office of Enterprise Risk Management

Job Aid ERM 02 Non-Tagged Mobile (Transient) Property Inventory

TO: All Departments
FREQUENCY: Annual - DOAS Annual Insurance Policy Renewal

OVERVIEW

Kennesaw State University is required by the Georgia Department of Administrative Services (DOAS) to provide an accurate inventory and accounting of all assets in order to obtain insurance coverage through the various DOAS Insurance Programs. This inventory is required to assure KSU is properly covered in the event of a loss.

- **Who must provide required information?** All KSU Departments
- **Deadline for submission?** December 05 – each year
- **Where to send the required information?** riskmanagement@kennesaw.edu

NOTE: MOBILE PROPERTY AND/OR PORTABLE PROPERTY = TRANSIENT PROPERTY (DOAS TERM)

FORM INSTRUCTIONS

- List all **mobile (transient) property** items within your department that:
 - Greater than \$250 for a single item and
 - **Do not have a KSU asset tag (white or yellow), a green P-Tag, green AV-Tag** (they are already inventoried)
- Do not include furniture
- Do not include consumables (e.g. office supplies)
- Complete ALL of the information requested on the form for each item that qualifies.
- If a data field does not apply to a particular item, enter N/A in that field.
- Email the completed inventory form to Risk Management on or before December 05 each year.
- If you have any questions about this project, please call Risk Management at 470-578-2460.

Mobile (Transient) Property – Mobile (Transient) property refers to any KSU-owned item that is portable and may be moved from an assigned location, or motorized equipment that is not required to have a license plate nor be registered. These are items that are insured under the DOAS *Special Property All Risk Agreement*.

Examples:

KSU items greater than \$250 for a single item *such as:*

- Golf carts,
- Audio visual equipment (e.g. cameras),
- Tractors,
- Landscaping equipment,
- Musical instruments
- Laboratory equipment
- Sports equipment
- Production equipment
- Cleaning and maintenance equipment
- Mobile kiosks,
- Marketing items (e.g. banners, table covers NOT give-aways)

For additional information on DOAS Insurance Programs please visit:

<http://doas.ga.gov/risk-management>