



TO: All Departments
DATE: November 01, 2021
SUBJECT: Non-Tagged Mobile (Transient) Property Inventory;
FY2023 DOAS Insurance Agreement Renewals

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 17, 2021**
- **Where to send the required information?** riskmanagement@kennesaw.edu
- **Please submit your inventory form in Excel format only**

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 UITS P-Tag, UITS AV-Tag** (they are already inventoried)
- Do not include furniture unless it is in Paulding, Italy or off-campus sites.
- 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 17, 2021.
- If you have any questions about this project, please call the Risk Management office at 470-578-2599

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 items are insured under the DOAS *Special Property All Risk Agreement*.

Examples:

KSU items greater than \$250 for a single item such as that are NOT tagged in PeopleSoft Asset Inventory or by UITS:

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