Audit Requirements for On-campus and Off-campus Assets

Overview: This job aid assists units in determining the verification steps required for each audit process assignment based on the asset's physical location, includes references to MSU buildings. Included are guidelines for how CAM defines off-campus asset locations as it relates to the physical inventory process.

CAM-assisted audit process: on-campus locations require a CAM Audit appointment

1. Assets located **on-campus** require a CAM audit appointment if they are located within the university's main campus boundary, which extends:
    - East-West: Hagadorn Road to Harrison Road.
    - North-South: Grand River Avenue to Mt Hope Road.
2. Assets located in buildings near the university's main campus boundaries are considered **Additional Audit Locations** and require a CAM audit appointment.

Additional Audit Locations

- **0058 A-B: River Water Research**
- **0196: MSU Observatory**
- **0208: Indoor Tennis Facility**
- **0211: University Research Containment**
- **0212: Farm Bureau Pavilion**
- **0213 & 0442A-K: Crop and Soil Science Locations**
- **0215 A-F: Veterinary Diagnostic Laboratory (VDL)**
- **0218: Executive Development (Henry Center)**
- **0227: MSU Foundation (CVRC)**
- **0401A - 0401Z: Forest Akers Golf Course/Intercollegiate Golf extensions**
- **0406A-H: Landscape Services/ Beaumont Nursery Facilities**
- **0446A: Vet Research**
- **0476A-F: Hancock Turfgrass locations**
- **0608: CSO Pump Station**
- **0940A - 0940B: Michigan Biotechnology Institute (MBI)**
- **1027 & 1028: 4000 Collins - Office Complex**
- **1059A - 1059C: McLaren Hospital Facilities**
- **1801 – 1810: 1855 Place Buildings**

❖ **Based on unit assigned assets, a CAM Auditor may determine additional buildings, not listed, that require a physical audit appointment. Refer to guidance provided from your assigned CAM Auditor for the most accurate information.**

CAM-assisted audit process: off-campus locations DO NOT require an audit appointment, may require photo submission

1. Unless otherwise directed by Capital Asset Management – CAM Audit, assets located in **off-campus** locations do not require a CAM Auditor to be present. **Off-campus** locations are:
   - Beyond the **university's main campus boundary**
   - Not included in the **Additional Audit Locations** list
2. The unit must independently verify their assigned **off-campus** assets. The process may require **photo submission** to CAM Audit for verification of the asset and to confirm the accuracy of the KFS asset record information. Please follow the guidelines below.

- **Units with 15 or fewer off-campus assets – require photo submission**
  - i. Verify each asset is properly tagged and actively in use.
    1. If a tag is missing, submit a tag request to camhelp@msu.edu.
  - ii. Confirm the asset tag and asset information is accurately recorded in KFS.
    1. Check that the **off-campus** location information is correct.
  - iii. Information provided to CAM Audit must clearly identify the following:
    1. Provide a list with the **off-campus** asset number(s) being verified.
    2. **Photo submissions** must clearly identify and correspond to information recorded in the KFS asset record(s):
       a. Photos containing the asset tag number (include barcode)
       b. Photo of the equipment with serial number or unique identifier
  - iv. The Role 6 CAM Processor must submit the **off-campus** asset verification list and required photos to camhelp@msu.edu.
  - v. CAM Audit will review the **photo submissions** for acceptance.

- **Units with more than 15 off-campus assets – do not require photo submission**
  - i. Verify each asset is properly tagged and actively in use.
    1. If a tag is missing, submit a tag request to camhelp@msu.edu.
  - ii. Confirm the asset tag and asset information is accurately recorded in KFS.
    1. Check that the **off-campus** location information is correct.
  - iii. Once the CAM-assisted audit process is complete submit the Inventory Certification to camhelp@msu.edu.
    1. Include with it a statement that **off-campus** assets have been verified by your unit and all KFS asset records are accurate.

Department-led audit process: unit verifies assets, on-campus and off-campus

For units assigned to a department-led audit process, CAM Audit does not physically verify the assets. Please follow the auditing requirements outlined on our website.

- **Photo submission** to CAM Audit and CAM Audit appointments are not required.
- Role 6 CAM Processors should request **photo submissions** to verify their **off-campus** assets to confirm information is accurate and updated in KFS asset records.