



Off-Campus Asset Audits

Overview: This job aid demonstrates how Role 6 CAM Processors can determine which assets require the off-campus audit process during CAM-assisted audit years.

Determining if assets are off campus

1. Capital assets are considered to be **off campus** if they are located outside of the [university's main campus boundary](#), which extends:
 - a. East to west from Hagadorn Road to Harrison Road.
 - b. North to south from Grand River Avenue to Mt. Hope Avenue.
 - c. Assets located near the main campus boundary will be subject to CAM Auditors discretion.
2. Assets in the following buildings (building numbers in parentheses), while technically considered off campus, will be physically audited by the Capital Asset Management (CAM) team:
 - a. Crop and Soil Science Research (0213, 0442)
 - b. Forest Akers Golf Course and its related extensions (0401)
 - c. Hancock Turfgrass Research Center (0476)
 - d. Henry Center for Executive Development (0218)
 - e. Intercollegiate Golf Complex (0401K)
 - f. Landscape Services Beaumont Nursery & Supply (0406, 0445A)
 - g. Michigan Biotechnology Institute Building (0940)
 - h. MSU Foundation Building (0127, 0128)
 - i. MSU Observatory (0196)
 - j. NorthStar Cooperative (0434)
 - k. Pavilion for Agriculture and Livestock Education (0212)
 - l. Swine Research Facility, Forest Rd. (0440)
 - m. University Club (0618)
 - n. Veterinary Diagnostic Laboratory (0215)

Auditing off-campus assets

Capital assets that are considered off campus will follow a virtual audit process that must be completed by the Role 6 CAM Processor.

1. **For more than 15 assets that are located off campus**, follow the steps below.
 - a. Verify assets are tagged, in-use and KFS asset records are accurate.
 - b. Edit KFS asset records to record any updates or changes to the information.
 - c. Submit the [Annual Asset Inventory Certification form \(PDF\)](#) along with a statement confirming the off-campus assets have been verified and updated to camhelp@msu.edu for review.
2. **For 15 or less assets that are located off campus**, follow the steps below.
 - a. Verify assets are tagged, in-use and KFS asset records are accurate, edit assets with updated information.
 - b. Capture clear photos of the capital assets (both the full asset and the asset barcode tag must be visible)
 - c. Submit the photo(s) and the associated org code(s) to camhelp@msu.edu for review.
 - d. Following CAM's review, the Role 6 Processor will be asked to submit the [Annual Asset Inventory Certification form \(PDF\)](#).