

Disposition of SUNY Cobleskill Assets

SUNY Cobleskill has a large property control database maintained by our Facilities Management department. Faculty and staff are reminded that all assets regardless of the size, current condition, original cost, or market value is owned or in the custody of SUNY Cobleskill and the State of New York.

Assets will include, and are not limited to, the following: Buildings, fleet vehicles, farm/departmental vehicles, farm equipment, scientific equipment, culinary equipment, fish and wildlife equipment, IT Equipment, athletic equipment, medical equipment, all furniture, live animals, tack, glassware, serving dishes, etc.

If it is found that the assets are extra and no longer needed (surplus), damaged, stolen, or moved to another area, the Facilities Management department must be notified, in order to dispose of the asset in accordance with the disposition of assets policy created by the State of New York.

In no instance should any faculty or staff member, sell, donate, or remove any asset from the campus, as this could be considered theft. Facilities Management conducts an annual audit of all assets. Any assets found missing will be investigated and in the case of theft will be address through the Property Control Manager and the University Police Department.

If you have any questions, please contact Dawn Eakin in Facilities Management, extension 6228.