



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.
2. Assets located 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 (1027, 1028)
 - 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

1. Capital assets that are considered off campus will not be audited in-person by the CAM team during CAM-assisted audit years. Instead, a virtual audit process must be completed.
2. The Role 6 CAM Processors assigned to the assets must:
 - a. Update the KFS record with the accurate record location and status.
 - b. Capture one or two clear photos of the capital asset, ensuring both the full asset and the asset barcode tag are visible and legible.
 - c. Submit the photo(s) and the associated org code(s) to camhelp@msu.edu for review.
 - d. If more than 15 assets are located off campus, please [contact CAM](#).
3. Following CAM's review, the Role 6 Processor will be asked to complete and submit the [Annual Asset Inventory Certification form \(PDF\)](#).