



STANFORD
SCHOOL OF MEDICINE

Property Management

Dear Financial Approvers,

This is Lan Tang from the Property Management Office. I am the Property Service Representative (PSR) for the School of Medicine.

The life cycle of property management at Stanford starts with acquisition of property, including purchase, sponsor-furnished and donation. You are an integral part of equipment purchases for your department, and therefore I would like to reach out to you and provide resources so you can ensure that capital orders have the correct expenditure types.

1. [Common Expenditure Types Used for Property and Equipment](#) (≥\$5,000) can be found in [Section 5.1-Property Management Forms and Documents](#).
2. Do not use capital expenditure types on P-card.
3. For special PTAE requirements for fixed equipment and modular furniture go to [Acquisition Section 2.2-Accounting](#) and select 2.2.8-Fixed Equipment and 2.2.9 Modular Furniture.
4. Vehicle license and registration fees are charged to ET 56510.
5. Do not allow sales tax to be charged if the equipment is owned by the U.S. government.

Questions for incoming equipment transfer? Visit [Acquisition Section 2.4-Loans, Transfers, Leases and Rentals](#).

In addition to your DPA who is your local resource, you can also contact me with questions related to property, 650-723-7272 by phone or lttang@stanford.edu by email.

I look forward to working with you!

Lan Tang, CPPS