

# STATE OF CONNECTICUT



*AUDITORS' REPORT  
CENTRAL CONNECTICUT STATE UNIVERSITY  
NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2021*

**AUDITORS OF PUBLIC ACCOUNTS**  
JOHN C. GERAGOSIAN ❖ CLARK J. CHAPIN

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# STATE OF CONNECTICUT



## AUDITORS OF PUBLIC ACCOUNTS

State Capitol  
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JOHN C. GERAGOSIAN

CLARK J. CHAPIN

February 22, 2023

### **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Dr. Zulma R. Toro, President  
Central Connecticut State University

We have performed the procedures enumerated below on the accompanying Statement of Revenues and Expenses (the Statement) and related notes of the Intercollegiate Athletics Department of Central Connecticut State University (CCSU) for the fiscal year ended June 30, 2021. CCSU's management is responsible for the Statement and compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.17.

The president and management of CCSU have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the NCAA Bylaw 3.2.4.17 for the fiscal year ended June 30, 2021. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

As discussed in Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines, if a specific reporting category is less than 4% of the total revenues or expenses, no procedures are required to be performed for that specific category, and no procedures were performed.

The procedures and associated findings are as follows:

#### **Agreed-Upon Procedures for Internal Control over Compliance**

1. We obtained, through discussion with management, an understanding of the CCSU Athletic Department's internal controls. The controls identified were not unique to the Athletic Department and are tested as part of other engagements performed at the university. No further procedures were performed.

2. We obtained and tested the university's procedures for gathering information on the nature and extent of affiliated and outside organizational activity for or on behalf of the university's intercollegiate athletics program. We performed procedures to determine the university's adherence to these procedures.

No exceptions were noted as a result of performing these procedures.

## **Statement of Revenues and Expenses**

### **General Procedures**

1. We obtained the accompanying Statement of Revenues and Expenses for the fiscal year ended June 30, 2021, from CCSU management. We obtained CCSU prepared schedules for each operating revenue and expense category on the Statement, which management stated are generated from its general ledger.
  - a. We agreed the amounts reported on the Statement to CCSU's prepared schedules. We ensured that the amounts were reported in accordance with NCAA guidelines and generally accepted accounting principles.
  - b. We agreed the amounts reported in CCSU's prepared schedules to its general ledger. We also scanned the general ledger for contributions constituting 10% or more in aggregate of all contributions received. Three contributions were identified constituting 10% or more in aggregate of all contributions received and were properly reported in the notes to the statement.
  - c. We mathematically checked the totals and subtotals included in CCSU's prepared schedules.
  - d. We reviewed the notes to the Statement for propriety and compliance with NCAA guidelines.

No exceptions were noted as a result of performing these procedures.

2. The university does not prepare budgets in the categories as reported in the Statement, so we were unable to report comparisons between budgeted and actual amounts.

### **Minimum Agreed-Upon Procedures for Operating Revenues**

1. We selected six operating receipts from the revenue supporting schedules obtained from CCSU management. We compared and agreed each selection to adequate supporting documentation.

No exceptions were noted as a result of performing these procedures.

2. We compared each major revenue category over 10% of the total revenues for the fiscal year ended June 30, 2021, to prior period amounts. No variations greater than 10% were identified.

3. As there was no ticket sales revenue category in the statement due to the COVID-19 pandemic, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
4. We compared the direct institutional support recorded by the university during the reporting period to the general ledger and other corroborative supporting documentation and recalculated the total.

No exceptions were noted as a result of performing these procedures.

5. We compared the indirect institutional support recorded by the university during the reporting period to expense payments, cost allocation detail, and other corroborative supporting documentation and recalculated the total.

No exceptions were noted as a result of performing these procedures.

6. As the game guarantees revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
7. As the contribution revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
8. As the NCAA distributions revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
9. As the conference distributions revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
10. As the program, novelty, parking, and concession sales revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
11. As the royalties, licensing, advertisement, and sponsorships revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
12. As the sports camp revenues revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.

13. As the athletics restricted endowment and investment income revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
14. As the other operating revenues revenue category in the Statement is less than 4% of the total operating revenues, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.

### **Minimum Agreed-Upon Procedures for Operating Expenses**

1. We selected ten operating expenses from the expense supporting schedules obtained from CCSU management. We compared and agreed each selection to adequate supporting documentation.

No exceptions were noted as a result of performing these procedures.

2. We compared each major expense category over 10% of total expenses for the fiscal year ended June 30, 2021, to prior period amounts. No variations greater than 10% were identified.
3. We selected 27 student athletes from the listing of CCSU student aid recipients during the reporting period. We obtained individual student account detail and compared total aid in CCSU’s student system to CCSU’s report that corresponds directly to the NCAA Membership Financial Reporting System. We performed a review of each student selected to ensure their information was accurately reported in the NCAA’s Membership Financial Reporting System using NCAA specified criteria. We recalculated the totals for each sport and overall.

No exceptions were noted as a result of performing these procedures.

4. As the guarantees expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
5. We obtained a detailed listing of all sports coaches employed by the university and their related salaries for the fiscal year ended June 30, 2021, from CCSU management.
  - a. We mathematically checked the total of the detailed listing.
  - b. We agreed the total amount of expenses for coaches’ salaries in the detailed listing to the corresponding amount in the line item “Coaching Salaries, Benefits and Bonuses Paid by the University and Related Entities” included in the Statement.
  - c. From the listing of coaches employed by the university, we selected the head coaches for football, men’s basketball, women’s basketball, men’s baseball, and women’s softball. We obtained the payroll summary registers for the reporting period for each of the coaches

selected from CCSU management and agreed them to the related expenses in the detailed listing.

- d. We obtained from CCSU management the related employment contracts for each of the coaches selected. We agreed the coaches' salaries per the contracts to the amounts included in the detailed listing. For any salaries that did not agree, we obtained explanations from management. We make no comment as to the appropriateness of the reconciling items or sufficiency of explanations obtained.

No exceptions were noted as a result of these procedures.

6. We obtained from CCSU management a detailed listing of all athletics' support staff and their salaries for the fiscal year ended June 30, 2021.
  - a. We mathematically checked the total of the detailed listing.
  - b. We agreed the total expenses for support staff salaries in the detailed listing to the amount in the line item, "Support Staff/Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities" included in the Statement.
  - c. We selected six support staff paid by the university from the detailed listing. We obtained and agreed the payroll summary registers from the reporting period for each of the support staff selections to the related expenses in the detailed listing.

No exceptions were noted as a result of performing these procedures.

7. As there was no severance payments expense category in the Statement, no procedures were performed for this category. This is in accordance with Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines.
8. As the recruiting expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines.
9. As the team travel expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines.
10. As the sports equipment, uniforms, and supplies expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines.
11. As the game expenses expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the "2021 Agreed-Upon Procedures" NCAA guidelines.

12. As the fund raising, marketing, and promotion expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
13. As the sports camp expenses expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
14. As the spirit groups expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
15. As the direct overhead and administrative expenses expense category in the Statement is less than 4% of the total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
16. We obtained the cost allocation detail and other corroborative supporting documentation for total indirect institutional support and compared it to the total expenses reported and recalculated totals.

No exceptions were noted as a result of performing these procedures.

17. As the medical expenses and insurance expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
18. As the memberships and dues expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
19. As the student-athletes’ meals (non-travel) expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.
20. As the other operating expenses expense category in the Statement is less than 4% of total operating expenses, no procedures were performed for this category. This is in accordance with Appendix D to the “2021 Agreed-Upon Procedures” NCAA guidelines.

#### **Minimum Agreed-Upon Procedures for Affiliated and Outside Organizations**

1. We obtained a list of all university booster group activities, for both independent and affiliated organizations (including alumni organizations), that have a principal purpose of generating funds for CCSU’s athletic department during the fiscal year ended June 30, 2021, from CCSU management.



- a. We obtained the financial statements for affiliated organizations as of June 30, 2021 and agreed each of the revenue and expense amounts appearing in the financial statements of the affiliated organizations to the corresponding amounts included in the Statement.
- b. We obtained a representation letter signed by CCSU management that booster organizations listed are the only booster organizations that support the athletic department as defined in the National Collegiate Athletic Association Financial Audit Guidelines.

No exceptions were noted as a result of performing these procedures.

2. We obtained a summary schedule of revenues and expenses for or on behalf of intercollegiate athletics programs by affiliated and outside organizations not under the accounting control of the university to be included with the agreed-upon procedures report from CCSU management. We obtained written representations from management as to the fair presentation of the summary schedule.

No exceptions were noted as a result of performing these procedures.

***Minimum Agreed-Upon Procedures for Other Reporting Items***

1. We scanned CCSU's general ledger and made inquiries to CCSU management about excess transfers to the university. No transfers were identified and we were informed by CCSU management that no transfers had occurred. No further procedures were performed.
2. We scanned CCSU's general ledger and made inquiries to CCSU management about outstanding intercollegiate athletics debt as of the end of the reporting period. No outstanding intercollegiate athletics debt was identified, and we were informed by CCSU management that there was none. No further procedures were performed.
3. We scanned CCSU's general ledger, reviewed the Connecticut State University System's audited financial statements, and made inquiries to CCSU management about outstanding debt of the university as of the end of the reporting period. No outstanding university debt was identified, and we were informed that the Connecticut State University System Office holds all debt of the system, not each specific university, which is supported by the audited financial statements. No further procedures were performed.
4. We obtained a schedule of all athletics dedicated endowments maintained by athletics, the university, and affiliated organizations from CCSU management.
  - a. We mathematically checked the total of the detailed listing.
  - b. We agreed the total fair market value to supporting documentation of the CCSU Foundation Inc.'s general ledger, and the corresponding footnote of the CCSU Foundation, Inc.'s fiscal year 2021 audited financial statements.

No exceptions were noted as a result of performing these procedures.

5. We scanned CCSU's general ledger, reviewed the Connecticut State University System's audited financial statements, and made inquiries to CCSU management about institutional endowment funds as of the end of the reporting period.

We found that CCSU reported the CCSU Foundation Inc.'s net assets, totaling \$99,442,849, as institutional endowments. However, the CCSU Foundation Inc. is a separate entity for financial reporting purposes and, as such, its endowment funds should not be reported as CCSU's institutional endowments. In effect, CCSU overstated institutional endowments by \$99,442,849 in the NCAA Membership Financial Reporting System. The university could not provide an explanation as to why the information was reported incorrectly.

6. We scanned CCSU's general ledger and made inquiries to CCSU management about athletics related capital expenses made by the athletic department, the university, and affiliated organizations during the reporting period. We compared the total athletics related capital expenses reported in CCSU's general ledger to expenses reported.

No exceptions were noted as a result of performing these procedures.

7. We obtained representations from CCSU management that to the best of their knowledge and belief, all revenues and expenses related to the athletics department had been properly included in the Statement.

#### *Additional Minimum Agreed-Upon Procedures*

1. We compared and agreed the sports sponsored as reported in the NCAA Membership Financial Reporting System to CCSU's squad lists supporting equivalency calculations. We were asked to inquire about any discrepancies in the sports sponsored and report the justifications.

No exceptions were noted as a result of performing these procedures.

2. We compared the current year grants-in-aid revenue distribution equivalencies to prior year reported equivalencies per the Membership Financial Report submission and documented an explanation for any variances greater than 4%.

We noted nine instances in which the current year grants-in-aid revenue distribution equivalencies were greater than 4% compared to that of the prior year. We documented the explanation for the variance in each instance.

3. We obtained CCSU's Sports Sponsorship and Demographics Forms Report for the reporting period and verified that CCSU's countable sports reported met the minimum requirements set forth in Bylaw 20.9.6.3 for the number of contests and participants in each contest that is counted toward meeting the minimum contest requirement. We ensured CCSU had properly reported these sports as countable for revenue distribution purposes within the NCAA Membership Financial Reporting System.

No exceptions were noted as a result of performing these procedures.

4. We agreed the total number of student athletes who, during the academic year, received a Pell Grant award and the total value of these Pell Grants reported in the NCAA Membership Financial Reporting System to a report, generated from CCSU's financial aid records, of all student-athlete Pell Grants.

No exceptions were noted as a result of performing these procedures.

5. We compared the current year Pell Grants total to the prior year reported total per the Membership Financial Report submission and documented an explanation for any variances greater than 20 grants.

No variances greater than 20 grants were noted when compared with the prior year.

We were engaged by the president and management of CCSU to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accompanying Statement of Revenues and Expenses and related notes of the Intercollegiate Athletics Department of CCSU for the year ended June 30, 2021, or on CCSU's compliance with the NCAA requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of CCSU and to meet our other ethical responsibilities, in accordance with relevant ethical requirements related to our agreed-upon procedures engagement. In performing our agreed-upon procedures engagement, we have relied solely on representations provided by the president and management of the University relating to its responsibility for the Statement of Revenues and Expenses and related notes of the Intercollegiate Athletics Department of the University for the fiscal year ended June 30, 2021.

This report is intended solely for the information and use of the president of the university and designees, the Board of Regents for Higher Education, and authorized representatives of the NCAA, and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record, and its distribution is not limited.

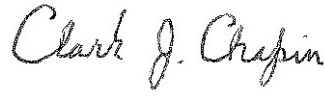
In conclusion, we wish to express our appreciation for the courtesies and cooperation extended to our representatives by the personnel of Central Connecticut State University during the course of our engagement.

  
Marva N. Robinson  
Principal Auditor

Approved:



John C. Geragosian  
State Auditor

  
Clark J. Chapin  
State Auditor

February 22, 2023  
State Capitol  
Hartford, Connecticut

**Central Connecticut State University**  
**Intercollegiate Athletics Program**  
**Statement of Revenue and Expenses (Unaudited)**  
**For the Fiscal Year Ended June 30, 2021**

	Football	Men's Basketball	Women's Basketball	All Other Men's Sports	All Other Women's Sports	Non-Program Specific	2021 Total	2020 Total
<b>Revenues:</b>								
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,668
Direct State and Other Government Support	325,000	135,000	-	-	-	-	460,000	12,044,495
Direct Institutional Support	1,973,048	1,042,833	985,459	1,411,962	3,284,962	2,735,559	11,433,823	
Indirect Institutional Support	-	-	-	-	-	2,667,077	2,667,077	2,913,634
Guarantees	-	35,000	-	-	-	-	35,000	800,500
Contributions	-	-	-	57,238	17,285	245,829	320,352	420,675
NCAA Distributions	-	-	-	21,600	15,402	84,545	121,547	676,787
Conference Distributions	58,669	10,129	7,465	5,163	13,300	37,775	132,501	1,944
Program, Novelty, Parking and Concession Sales	-	-	-	-	-	7,000	7,000	12,379
Royalties, Licensing, Advertisement and Sponsorships	-	-	-	-	-	32,075	32,075	38,601
Sports Camp Revenues	-	-	-	-	(150)	-	(150)	37,978
Athletics Restricted Endowment and Investments Income	68,807	10,604	7,457	43,310	6,411	12,749	149,338	42,367
Other Operating Revenues	-	-	-	4,707	300	14,627	19,634	167,970
<b>Total Operating Revenues</b>	<b>2,425,524</b>	<b>1,233,566</b>	<b>1,000,381</b>	<b>1,543,980</b>	<b>3,337,510</b>	<b>5,837,236</b>	<b>15,378,197</b>	<b>17,202,998</b>
<b>Expenses:</b>								
Athletic Student Aid	\$ 1,363,434	\$ 458,284	\$ 489,193	\$ 474,631	\$ 1,517,894	\$ (577)	\$ 4,302,859	\$ 4,498,820
Guarantees	-	-	-	2,370	-	-	2,370	-
Coaching Salaries, Benefits and Bonuses								
Paid by the University and Related Entities	946,845	679,947	439,393	801,184	1,583,765	-	4,451,134	4,686,142
Support Staff/Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities	-	-	-	-	-	2,892,560	2,892,560	2,732,943
Severance Payments	-	-	-	-	-	-	-	254,536
Recruiting	-	1,276	650	92	671	-	2,689	67,169
Team Travel	-	25,753	23,579	194,357	120,433	2,325	366,447	754,232
Sports Equipment, Uniforms and Supplies	75,129	12,725	11,737	32,643	65,391	40,194	237,819	349,876
Game Expenses	-	30,019	22,364	19,243	27,116	-	98,742	274,786
Fund Raising, Marketing and Promotion	-	-	-	-	-	375	375	20,034
Sports Camp Expenses	-	-	-	-	-	-	-	2,437
Spirit Groups	-	-	-	-	-	-	-	10,011
Direct Overhead and Administrative Expenses	3,756	2,426	1,408	624	1,013	75,433	84,660	137,143
Indirect Institutional Support	-	-	-	-	-	2,667,077	2,667,077	2,913,634
Medical Expenses and Insurance	-	-	-	-	-	61,972	61,972	75,553
Memberships and Dues	3,000	-	-	1,495	2,741	44,148	51,384	57,318
Student-Athletes Meals (Non-Travel)	-	1,259	1,068	5,236	2,238	531	10,332	135,638
Other Operating Expenses	33,360	21,877	10,989	12,105	16,248	53,198	147,777	232,726
<b>Total Operating Expenses</b>	<b>2,425,524</b>	<b>1,233,566</b>	<b>1,000,381</b>	<b>1,543,980</b>	<b>3,337,510</b>	<b>5,837,236</b>	<b>15,378,197</b>	<b>17,202,998</b>
Excess (Deficiency) of Revenues Over (Under) Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See Accompanying Notes to Statement

**(Unaudited)**  
**Central Connecticut State University**  
**Notes to the Statement of Revenues and Expenses**  
**Intercollegiate Athletics Programs**  
**For the Fiscal Year Ended June 30, 2021**

Note 1. BASIS OF PRESENTATION

The accompanying Central Connecticut State University (CCSU) Intercollegiate Athletics Program Statement of Revenues and Expenses for the fiscal year ended June 30, 2021, has been prepared on the accrual basis of accounting with the exception that financial aid expenses have not been reduced for scholarship allowances. The purpose of the statement is to present a summary of revenue and expenses of the Intercollegiate Athletics Program of the university consistent with NCAA Agreed Upon Procedures Guidelines. The statement includes those intercollegiate athletics revenues and expenses made on behalf of the university's athletic programs by affiliated organizations. Because the statement presents only a selected portion of the activities of the university, it is not intended to, and does not, present either the financial position, changes in financial position, or cash flows for the year ended. Revenues and expenses not directly identifiable to a specific sport are reported under the category Non-Program Specific.

Note 2. ALLOCATION AMONG SPORTS

The athletic programs reflected in the accompanying Statement of Revenues and Expenses under All Other Men's Sports include the following:

Men's Track and Field  
Men's Cross-Country  
Men's Soccer  
Men's Baseball

The athletic programs reflected in the accompanying Statement of Revenues and Expenses under All Other Women's Sports include the following:

Women's Track and Field  
Women's Cross-Country  
Women's Soccer  
Women's Lacrosse  
Women's Swimming and Diving  
Women's Softball  
Women's Volleyball

The activities reflected as Non-Program Specific include revenues and expenses for non-allocated fees and cost, such as maintenance and general administration, publicity, etc.

### Note 3. CONTRIBUTIONS

Contributions received by the Athletics Department during the fiscal years ended June 30, 2021, totaled \$320,352 with the CCSU Foundation, Inc. being the sole contributor.

During the fiscal year ended June 30, 2021, the university received individual contributions from the foundation in excess of 10% of total contributions in the amounts of \$57,238, \$100,000, and \$145,829.

### Note 4. CAPITAL ASSETS

The estimated book value of the university's athletic-related property, plant, and equipment, net of depreciation, as of June 30, 2021, amounted to \$12,784,808 according to the university's capital expenditure documentation. Capital assets are those valued at more than \$5,000 based upon historical cost; assets are tagged upon acquisition. The university uses the straight-line method of depreciation; land, capitalized collections, and construction in progress are not depreciated. Disposal of capital items is approved by the university's Property Control Unit.