

SUNY COBLESKILL

PROPERTY

CONTROL

MANUAL

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Dawn Eakin

The Property Control System has been devised by SUNY to insure that assets are properly accounted for from the time of purchase or donated until the item is surplus.

The purpose of this manual is to provide a step-by-step set of procedures for property control designees in an effort to establish a uniform process for reporting additions and changes in SUNY Cobleskill's property inventory. In order to do this, this manual is divided into three major parts: New Equipment Annual Inventory (Audit), Relocation of Equipment, and Surplus/Scrap Equipment. It is hoped that by providing step-by-step procedures under each of these general headings, the property control system can be clarified.

While it is the intention of this manual to simplify the property control process wherever possible, it is understood that all potential problems with property control can not be addressed in a manual of this type. Any additional questions concerning the property control should be addressed to the Property Control Manager.

Property Control System

This section of the manual describes the Property Control Designee's responsibilities to property control and the information that should be forwarded to the Property Control Manager in the Facilities Management Department.

The Facilities Management Department maintains a database, the Property Control System (PCS), containing information on all assets valued at \$5000 or more. This information is audited annually. It is the Property Control Designee's responsibility to keep Facilities Management informed about the equipment assigned to their departments. The Property Control Manager should be advised when a) a department has received new equipment, b) when equipment is stolen, lost, damaged, or moved, and c) when equipment is no longer needed by the department. The following explains how to notify the Facilities Management Department of such occurrences.

1. New Equipment

When a department purchases new equipment, the Facilities Management Department must be notified. All equipment valued at \$5000 or more must have a Property Control P101 Form (Attachment 1) filled out and forwarded to the Facilities Management Department.

If vehicles and/or equipment are being traded, the Facilities Management Department must sign-off on the purchase requisition before it is processed by the Business Affairs Office.

After inspecting the new equipment, the department should notify the Facilities Management Department so the Property Control Designee can attach an "ownership/inventory" tag.

Computer equipment that is received by the Information Technology Services Department and then delivered to the department is tagged by the Information Technology Services Department so it is not necessary for someone from the Facilities Management Department to inspect the equipment.

The Information Technology Services Department will still tag all monitors, computers, phones, etc., and will still be completing their own annual audit.

2. The Annual Inventory (Audit)

The Property Control Designees will receive notice of the annual inventory for his/her department at least two (2) weeks in advance. An overall verification will be conducted by the Property Control Designees to update the equipment inventory. The Property Control Designee will be responsible for:

- a. Reviewing the report and investigating the status of any missing assets.
 - Any loss of assets including cases of theft or vandalism needs to be addressed through the Property Control Manager and the University Police Department.
- b. Reviewing the condition code of the equipment/furniture and making adjustments as appropriate.
 - Excellent – New and/or used assets in excellent condition.
 - Good – Used assets which have not deteriorated in condition or appearance, and which can continue in use without repairs or renovation.
 - Fair – Used assets which have deteriorated in condition and/or appearance. Can be continued in use but may require repairs or renovations (i.e. mechanical, electrical) within one year.
 - Poor – Used assets that has deteriorated in condition and/or appearance and which may require repairs or renovation prior to limited immediate use.
 - Scrap – Assets which has no value other than basic material content. This condition includes assets which have been cannibalized for space parts. Assets requiring significant repairs, for which parts are not available, or non-repairable items shall be reported under this condition.
- c. Returning the printout, signed and certified as accurate subject to any changes and/or corrections noted by the due date. If the review can not be accomplished in the timeframe requested, please call the Property Control Manager at 255-6228 and advise her that the response will be late.

It is important that the Property Control Manager receives the certified printouts from the Property Control Designees within the requested timeframe. The names of the Property Control Designees that do not respond to the audit will be forwarded to the Vice President for Operations, the appropriate supervising vice president and the supervising dean for appropriate follow up action.

3. Relocation of Equipment

An Equipment Transfer/Disposal Form (Attachment 2) will be required when equipment is transferred from one department to another within a building or from one building to another. This will continuously update the Property Control System (PCS) as interim reports are generated by SUNY Central Administration. It will also insure that transferred equipment is properly located on the report when updating the following year. The form also is to be used to list equipment as surplus or scrap. When the appropriate signatures are obtained, distribution should be made as indicated.

If equipment is being used off-campus for classroom instruction, faculty/staff will need to “sign-out” the equipment through the department. The “sign-out” sheet must include the name of the person responsible for the equipment, date equipment was signed out with signature, and date equipment is to be returned. When equipment is returned, the person responsible will need to sign and date sheet stating that equipment is back on campus.

4. Surplus/Scrap Equipment

When a department has surplus/scrap equipment, the asset’s disposal must be coordinated through the Facilities Management Department. An Equipment Transfer/Disposal Form (Attachment 2) should be used to advise the Facilities Management Department of surplus/scrap items. Assets purchased with both State and Research Foundation funds is considered STATE-owned equipment and all State regulations and procedures apply. Under no circumstances may surplus equipment be sold. Equipment retaining only scrap value may be sold under closely controlled procedures provided advance approval is obtained from the Property Control Manager. All

questions concerning the funding source of a piece of equipment or how to properly transfer and/or dispose of equipment should be addressed to the Property Control Manager in the Facilities Management Department.

Once the Equipment Transfer/Disposal Form is received by the Facilities Management Department, the surplus equipment's availability will be advertised to the campus community through "Sharepoint".

For equipment where the department wants to either trade-in or sell as scrap, other potentially interested campus departments will be given two weeks to respond to the surplus equipment notice in "Sharepoint". Compensation, if any, to the originating department will be determined by the originating department, not to exceed the property's trade-in value. Upon the conclusion of the two week notice period, should no campus department be interested in the surplus equipment, the Property Control Manager will issue the department's Property Control Designee written authorization to dispose of the equipment through a) trade-in for property retaining useful life or b) sale for property retaining only scrap value.