


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:020	Supersedes Policy Number: 4:020
Date: June 18, 2000	Dated: February 14, 1992
Subject: Property Control	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:02:20:00
Approved:  6/18/00 President	

GENERAL

Each property account holder is responsible for all property items included on the assigned inventory list. The University Property Officer is responsible for the maintenance of all property records. The Inventory Clerk assists all departments in the preparation and updating of inventories.

PURPOSE

1. To provide a complete and auditable inventory record of property in the possession of the University.
2. To provide the means for assigning property to a department or unit and then locating it quickly by using the inventory record.
3. To provide a method for reconciliation of University property records through updating individual property accounts as changes occur.
4. To provide a method for allowing for the transfer of equipment between departments without the necessity of re-tagging or re-identifying items.
5. To provide a means for recording the date of the last inventory for each item so that inventories may be conducted on a continuing basis.
6. To provide a means for deleting items from the equipment inventory record, for declaring items surplus, and for

compiling a consolidated list of surplus property on hand so that proper disposition can be made in accordance with Tennessee Board of Regents' (TBR) policies.

7. To delineate responsibilities of various University personnel for inventory control.

Definitions

1. Capital Equipment (Capital Asset) - Non-expendable equipment having a unit cost/value of five thousand (\$5,000) dollars or more. Such equipment will normally provide benefits for more than three (3) years. Library books, livestock or real property do not apply to this definition.
2. Minor Equipment Items - Items costing less than \$5,000 and because of the sensitive nature of their use require special monitoring.
 - a. Examples of sensitive items with a cost between \$1,000 and \$5,000 are:

boat motors	instructional equipment
boat trailers	oscilloscope
boats	computers
spectrum analyzer	vector scopes
shop equipment	all motorized vehicles
 - b. Examples of sensitive items with cost between \$500 and \$1,000 are:

cameras and lens (digital and 35mm)	computer peripherals-external: storage devices
fax machines	tape drives
video cameras	modems
televisions	cd writers
video records	printers
video players	scanners
 - c. All weapons and two-way radios are considered sensitive items regardless of cost. Other items may be declared sensitive items if the department considers it appropriate.
3. Federally Funded Equipment - Non-expendable personal property acquired with federal funds. Title resides with granting agency, has useful life of more than one (1) year and acquisition cost of \$5,000 or more per unit. A list of property in this category shall be maintained for report purposes as provided in attachment N-Circular NO. A-110 of the Office of Management and Budgets (OMB). It will be properly identified within the equipment inventory records.

Procedures

1. Capitalization of Equipment - All purchased, donated, etc., items meeting the definition of capital equipment and federally funded equipment, will be capitalized. Any questions concerning the proper classification of any equipment to be capitalized will be resolved by the Assistant Vice President for Finance.
2. Formal Inventory - A computer listing of all capitalized equipment and minor equipment is required to be maintained at this University.
3. Property Tags - All capitalized and minor equipment will be tagged with a numerical tag number assigned by the Inventory Clerk.
4. Physical Inventories - Physical inventories will be conducted once per year or more often if need arises. Procedures and special instructions will be published prior to the scheduled inventory.
5. Updating Property Records - Formal inventory records will be updated by Business Office personnel and the Inventory Control Clerk. Additions, deletions, and transfers will be processed on a monthly basis. Updated departmental inventory lists will be provided by the Inventory Control Clerk upon request.
6. Property Trade-In - All property being traded in for replacement must comply with the TBR Policy Number 4:02:20:00, paragraph 4, Trade-In on Replacement. The trade-in property tag number will be listed on the purchase order.
7. Disposition of Surplus Property
 - a. The departments having unwanted property in their possession, either serviceable or unserviceable, must process a transfer report to have property transferred to surplus. The department must transmit a work order to have surplus items picked up from the department.
 - b. Turn-in of used computer equipment - Computer Services must be contacted before any computer equipment is turned in for surplus. Personal computers must have all copyrighted material removed from the hard drive prior to turn in as surplus.
 - c. The Inventory Control Clerk should be contacted for information concerning available surplus property.

- d. The Inventory Control Clerk will follow the procedures set forth in the TBR Policy Number 4:02:20:00 for all property disposal actions. Actions taken will be reviewed by the appropriate administrative authority to insure compliance with the TBR policy. Authorization for the Disposal of State Surplus Property is used for approval to dispose of surplus property.
 - e. It is unlawful for any State official or employee, including System employees, to purchase from the State except by bid at a public auction any surplus property during the tenure of his/her office or employment, or for six (6) months thereafter. A purchaser who violates this provision is guilty of a misdemeanor under T.C.A. Section 12-246 and punishable by a fine of five hundred (\$500) dollars or two and one-half (2 1/2) times the value of the surplus property, whichever is greater.
8. Property Transfer - All tagged property transferred from one department to another requires a transfer report to be forwarded to the Inventory Control Clerk for posting to the respective departmental inventories. Transfer form must be signed by both receiving and transferring departments. If transfer requires Physical Plant assistance, a Routine Work Order must be submitted.
9. Accountability of Loaned Property -
- a. University property may be used for administrative, instructional or other University related activities, but not for personal activities. Individuals taking property off campus must have written permission from the senior administrator of the division accountable for the property. Equipment Sign Out Forms should be used for property loaned for on-campus use.
 - b. Departments involved in off-campus instruction at area schools must complete an authorization form to utilize APSU property off campus. This file should be maintained in the Departmental Chair's office so that property can be identified during annual inventories. The department personnel responsible for the annual inventory should review the file to determine the status of the equipment, if still off campus or if the property has been returned to the department.

10. Property Loss Reporting

- a. In the event property is missing and cannot be found by the department, it is the responsibility of the person discovering the loss to immediately report it to the department head. The department head will immediately report the loss to Campus Police and the Inventory Control Clerk. The department will fully complete a Property Loss Report.
- b. Campus Police is responsible for notifying the Inventory Control Clerk on reports of missing property to be followed-up with an investigation report. Campus Police is also required to place serial numbered items on the NCIC Network. The Inventory Control Clerk then prepares the T-10, Initial Property Loss Report, and T-11, Final Property Loss. The T-10 and T-11 reports plus the investigation report are forwarded to the Business Office. After review, the Business Office forwards the original T-10, T-11 and investigation report to the TBR with a copy of each to the Internal Auditor and Inventory Control Clerk.

11. Restitution and/or Recovery - The State Comptroller of the Treasury's Office is the only authority that can approve restitution or recovery agreements from incidents involving the loss of State property and/or University funds. No APSU employee should agree to or take any management (personnel) actions regarding a State property or University funds loss before the agreement is approved by the TBR and Comptroller's Office. If information comes to the attention of the APSU employee concerning the possible recovery or restitution of State property or University funds, the employee should communicate the information to the employee's supervisor and the Internal Auditor (President if Internal Auditor not available). The Internal Auditor is responsible for submitting the information received immediately to the TBR by telephonic report with a subsequent written report of the information. If restitution is made, a receipt and disclaimer agreement must be signed. This signifies that restitution has not been formally approved.

12. Communication with District Attorney General's Office

- a. APSU personnel (this includes Campus Police and Internal Auditor) should not make contact with the District Attorney General's Office concerning matters related to loss of State property or University funds. Communication should be made with the immediate APSU supervisor and the APSU Internal

Auditor (President if Internal Auditor not available). The Internal Auditor is responsible for submitting the communication received to the Tennessee Board of Regents.

- b. Should the District Attorney General's Office contact an APSU employee concerning a matter related to loss of State property and University funds or other irregularities involving APSU, the employee should answer any and all inquiries, but should make certain that the District Attorney General's Office is aware that only the State Comptroller of the Treasury's Office has the authority to approve restitution or recovery agreements involving losses of State property or University funds. The APSU employee contacted by the District Attorney General's Office should inform the immediate supervisor and Vice President or Senior Administrator of the area assigned.
13. Property Accountability and Responsibility - It is the responsibility of every member of the University faculty, staff, and students, utilizing State Property, having State Property in their possession, or under their supervision, to account for and safeguard this property from loss or damage. Failure to prove appropriate safeguards could result in charges being placed against the individual for the cost of replacement or repair of the lost or damaged property.
14. Donated Property Accountability - See APSU Policy Number 4:002, Solicitation and Acceptance of Funds and Gifts. The Inventory Control Clerk will process all donated property that meets the requirements of capital equipment or minor equipment items for inclusion in required formal inventory records.

APPENDIX 1

AUTHORIZATION FOR THE DISPOSAL OF STATE SURPLUS PROPERTY

TO:

FROM:

DATE:

SUBJECT: Request Disposal Approval for the below Surplus Property

State Tag Number: _____

Description: _____

Serial Number: _____ Unit Price: _____

REASON FOR REQUEST:

Request Reviewed By: _____
Business Manager Date

Recommendation to the President for _____
Vice President for Fin & Admin Date

APPROVAL: DISAPPROVAL:

Approval/Disapproval is granted for the disposal of the above surplus property by the method stated above:

Oscar C. Page, President

MEMORANDUM

TO: Inventory Control Clerk
Physical Plant Department

FROM:

DATE:

SUBJECT: Request for the Property Transfer or Movement to other Department

Request that the below property assigned to _____

be transferred to _____ Department.

Transfer approved by: _____

Name

Date

Property received by: _____

Name

Date

Tag Number

Description/Serial Number

Condition

PREPARATION INSTRUCTIONS

1. Department must have both signatures on form prior to submitting to inventory clerk.
2. Request for movement of the above property must also be submitted on APSU-AF-PP-009 (8/79) Routine Work Order if property is to be moved by Physical Plant Department.

AUSTIN PEAY STATE UNIVERSITY

PROPERTY LOSS REPORT

DATE OF REPORT: _____

DATE OF LOSS: _____

TIME: _____

DEPARTMENT: _____

BUILDING: _____

ROOM NO: _____

EXPLAIN IN DETAIL HOW LOSS OCCURRED:

AMOUNT OF LOSS

\$ _____

EXPLAIN METHODS TO BE USED TO PREVENT FUTURE LOSSES

DESCRIPTION OF PROPERTY LOST/DAMAGED

WHAT EFFECT DOES THIS HAVE ON DEPARTMENT OPERATIONS (ANSWER ALL QUESTIONS)

1. Will the property need to be replaced? (YES) (NO)
2. Will the loss cause some activity to be discontinued until the property is replaced? (YES) (NO)
3. How soon can the property be replaced? _____
4. Is there money budgeted to replace property? (YES) (NO)
5. Was the property obsolete? (YES) (NO)

LOSS/DAMAGE REPORTED BY:

DEPARTMENT HEAD:

(Signature)

(Signature)

(Name Printed)

(Name Printed)