


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:020	Supersedes Policy Number: IV:06:01
Date: August 1, 1986	Dated: June 15, 1984
Subject: Property Control	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: 4:02:20:00
Approved:  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 or otherwise 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 retagging or reidentifying 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 State Board of Regents' policies.
7. To delineate responsibilities of various University personnel for inventory control.

INVENTORY

The following inventories are required to be conducted at this University:

1. Formal Inventory - The formal inventory record for property consists of a computer listing of all property having a unit value of Three Hundred Dollars (\$300) or more and property of a sensitive nature such as that appearing on the "Sensitive Item" listing in Appendix 1-A.
2. Internal Department Inventory - The Internal Department Inventory is prepared by the department on PPM Form 4:020:a, which is maintained in the department, for all property not included on the Formal Inventory. This inventory will be subject to audit by the APSU Internal Auditor, the Property Officer or the Inventory Control Clerk. (See Appendix 1-B)

PROPERTY TAGS

1. All property meeting the definition of Formal Inventory will be tagged as soon as paid for with a numerical tag number by the Inventory Clerk who will, when practicable, engrave the number on the item.
2. Property which does not meet the definition of Formal Inventory will be tagged by departmental personnel with a tag, "Property of Austin Peay State University." These tags will be issued to a department for those property items appearing on their Internal Department Inventory by the Property Control Clerk.

CONDUCT OF 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. Departmental Internal Inventories will be reviewed at least once per year as a minimum. Internal Department Inventories will be updated by the department as changes occur. Departmental personnel will conduct

the inventories. The Property Officer and Inventory Clerk will coordinate, assist and verify. These inventories are subject to audit by the Internal Auditors and State Auditor.

PROCEDURES FOR UPDATING PROPERTY RECORDS

Formal inventory records will be updated by the Property Officer and Inventory Control. Additions, deletions, and transfers will be processed on a monthly basis, and each quarter the departments having transactions affecting their property list will be furnished a computer printout with the additions to their inventory.

PROPERTY TRADE-IN

1. All property being traded in for replacement must comply with the State Board of Regents Policy 4:02:20:00, paragraph 4, Trade-In on Replacement.
2. To properly document property being traded, Appendix 2-A and 2-B contains two examples of purchase orders for trade-in with price difference and trade-in with equal price. Both documents must be processed through the Purchasing Officer.

DISPOSITION OF SURPLUS PROPERTY

1. The departments having unwanted property in their possession, either serviceable or unserviceable, are encouraged to turn said property in by utilizing PPM Form 4:003:a, Routine Work Order, to remove the property from their department to surplus storage. Request will be submitted to the Director of Physical Plant as shown in Appendix 3. The Inventory Control Clerk will post the turn in and place these items on the surplus property inventory.
2. The Property Officer will circulate a surplus property listing to the departments on a quarterly basis and any department wishing to utilize any of the surplus property can make their needs known to the Property Officer and arrangements can be made for acquiring the property for department use.
3. The Property Officer in disposal of surplus property will follow the procedure set forth in the State Board of Regents' Policy 4:02:20:00, in all property disposal procedures. These procedures taken will be reviewed by the APSU Internal Auditor to insure compliance with the State Board of Regents' policy.

PROPERTY MOVEMENT

Property moved from its location from one building to another requires that a Routine Work Order (PPM Form 4:003:a) be prepared and submitted to the Director of the Physical Plant, Attention Inventory Clerk. (See Appendix 3)

PROPERTY TRANSFERS

All property which appears on the computer property listing being transferred from one department to another must be submitted on Routine Work Order Form, Attention Inventory Clerk. (See Appendix 3)

PROPERTY LOSS REPORTING

1. In the event property is found to be missing and cannot be found by the department, it is the responsibility of the person discovering the loss to report it to the department head and also make a telephonic report to the Campus Police. It is also the responsibility of the department head to prepare PPM Form 4:020:b, Property Loss Form, and send this to the Inventory Control Clerk, no later than twenty-four (24) hours after the loss is discovered.
2. Receipt of this form by the Inventory Control Clerk, with the appropriate information verified, preparation of the State of Tennessee T-10 Initial Property Loss Report will be prepared by Inventory Control and submitted to the Business Office and one copy to the Internal Auditor.

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 State Board of Regents and Comptrollers 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 State Board of Regents by telephonic report with a subsequent written report of the information.

COMMUNICATION WITH DISTRICT ATTORNEY GENERAL'S OFFICE

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 State Board of Regents.

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.

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.

DONATED PROPERTY ACCOUNTABILITY

The Chancellor of the State Board of Regents is the only authority who may receive donations to this University. Such property will not be placed on the Property Records until after it has been processed through the State Board of Regents and the University President. The University Property Office is responsible for forwarding the State Board of Regents acceptance approval to the Inventory Clerk for necessary administrative action and property recording.

AUSTIN PEAY STATE UNIVERSITY
PROPERTY LOSS REPORT

DEPARTMENT: _____
DATE: _____

1.	Location of Loss (Bldg-Rm No.)	2.	Date of Loss Time of Loss _____ A.M. P.M.
3.	Kind of Loss: / /FIRE / /Burglary & Theft / / Other		
4.	Estimated Amount of Property Loss: \$ _____		
5.	Cause of Loss (Give complete details)		
6.	Methods used to combat and minimize future losses		
7.	Property Description (include Serial No., Tag No., Make, Mdl, Unit Price)		
8.	Effect on operations (Explain how loss affects departments functions)		
9.	Name of Person Discovering Loss	10.	Department Head Signature

"SENSITIVE ITEMS LISTING"

Property listed in the below categories which have a unit price of at least \$100.00 but less than \$300.00 will remain on the Formal Computerized Inventory for accountability by numerical State Tag. All weapons regardless of price will remain on Formal Inventory.

1. Dictating and Transcribing Equipment.
2. Projections: 16mm, 8mm, Slide and Filmstrip.
3. Cameras and Camera Lens attachments, Video Cameras.
4. Tape Recorders.
5. Sound equipment: Speakers, Radios, Amplifiers, Turntables (Except those systems which are installed as part of Building PA System).
6. Musical Instruments.
7. All Weapons.
8. Calculators.
9. Special Furniture Items.
10. Special Instructional Equipment used in Off Campus Instruction.
11. Electric Typewriters.
12. Television Sets, Video Monitors and associated equipment.

APPENDIX 1- B

PROPERTY INVENTORY

Inventory of Items at departmental level which are less than \$ 299.99, and not included on the "Exception to Policy" listing.

DATE OF INVENTORY _____

DEPT

PROPERTY NO.

[illegible]

AUSTIN PEAY STATE UNIVERSITY
CLARKSVILLE, TENNESSEE 37040

APPENDIX 2-A

Departmental Purchase Order

PURCHASE ORDER NO. 4426

Please supply the following Articles and or Services in accordance with terms set out below and or your Quotation on our Requisition

No. _____ Your No. _____

Make delivery to AUSTIN PEAY STATE UNIVERSITY, in Care of Physical Plant

(Name of person to receive articles)

All delivery charges are to be prepaid and are included in the prices shown unless otherwise indicated below.

To
IBM CORPORATION
VANTAGE ROAD
NASHVILLE, TN 37507

NOTICE TO VENDOR

Purchase Order Number must appear
on all Invoices submitted for
payment or subsequent
correspondence.

EXAMPLE ONLY

DATE	DELIVERY DATE	CONTRACT NO.	FUND	DEPARTMENT	SUB. ACCT.	OBJECT
Oct 1 1981			1 - 6119	- 000	- 401	

The University is exempt from Federal and State Taxes. Exemption Certificates will be furnished on request.

Send Invoices *in duplicate* to AUSTIN PEAY STATE UNIVERSITY, CLARKSVILLE, TENNESSEE.

ITEM NO.	QUANTITY	UNIT	Catalog No. Brand or Grade	DESCRIPTION OF ARTICLE OR SERVICES	UNIT PRICE	AMOUNT	
						Dollars	Cents
1	1	EA		IBM CORRECTING SELECTRIC III	932.00	932.	00
				Less trade in of IBM SELECTRIC II TYPEWRITER MODEL 895 SER. NO. 11-657689, STATE TAG NO. 016871		100.	00
				EXAMPLE OF PO WITH PRICE DIFFERENCE			
				BE SURE TO SHOW ALL THE DATA ON THE TRADE IN EQUIPMENT AS SHOWN ABOVE.			
				EXAMPLE ONLY			
					TOTAL	832.00	

Original Vendor and Purchase Order
Number must be shown on all drop
shipments.

4:020

Signed: _____

Department Head

Approved: _____

Purchasing Agent

AUSTIN PEAY STATE UNIVERSITY

CLARKSVILLE, TENNESSEE 37040

APPENDIX 2-B

Departmental Purchase Order

NOT USED

PURCHASE ORDER NO. _____

Please supply the following Articles and or Services in accordance with terms set out below and or your Quotation on our Requisition

No. _____ Your No. _____

Make delivery to AUSTIN PEAY STATE UNIVERSITY, in Care of Physical Plant

(Name of person to receive articles)

All delivery charges are to be prepaid and are included in the prices shown unless otherwise indicated below.

To

OFFICE SUPPLY STORE
RIVERSIDE DRIVE
CLARKSVILLE, TN 37040NOTICE TO VENDORPurchase Order Number must appear
on all Invoices submitted for
payment or subsequent
correspondence.EXAMPLE ONLY

DATE	DELIVERY DATE	CONTRACT NO.	FUND	DEPARTMENT	SUB. ACCT.	OBJECT
Oct 1 1981				6110	000	401

The University is exempt from Federal and State Taxes. Exemption Certificates will be furnished on request.

Send Invoices *in duplicate* to AUSTIN PEAY STATE UNIVERSITY, CLARKSVILLE, TENNESSEE.

ITEM NO.	QUANTITY	UNIT	Catalog No. Brand or Grade	DESCRIPTION OF ARTICLE OR SERVICES	UNIT PRICE	AMOUNT	
						Dollars	Cents
1	1	EA		Ditto Machine Roneo	500.00	500.	00
2	1	EA		Typewriter, Olivetti Electric Md1 DE334	200.00	200.	00
				<u>Less trade in of</u>			
				1 Thermofax Copier SN 3456432 State Tag No. 021041	300.00	300.	00
				1 3M Brand Md1 60 Copier Ser. No. 234232 State Tag No. 020122	200.00	200.	00
				1 Typewriter, Smith Corona Elect Md1 610 Ser. No. 3434567 State Tag No. 010023	200.00	200.	00
<u>EXAMPLE ONLY</u>					TOTAL		

Original Vendor and Purchase Order
Number must be shown on all drop
shipments.Signed: _____
Department HeadApproved: _____
Purchasing Agent

4:020

APPENDIX 3

AUSTIN PEAY STATE UNIVERSITY

EXAMPLE ONLY

EXAMPLE ONLY

ROUTINE WORK ORDER

1. ACCOUNTABLE PROPERTY MOVEMENT

TO : DONN W. BROWN

Director of Physical Plant

FROM: Robert L Jones

Department Head or Supervisor

DEPT: Education Dept

DATE: 1 October 1981

Please have the following items attended to as soon as possible (give building name, room number, person to contact, phone number and account to charge if applicable):

2. State Tag No.	3. Property Description	4. From Dept/Bldg	5. TO DEPT/BLDG
201033	Typewriter IBM 2112213	Education 34	English 29
201035	Ditto Machine Roneo 211443	Education 34	Library 32

E X A M P L E

E X A M P L E

E X A M P L E

Approved: _____
Director of Physical Plant

Date: _____

Work Order No. Assigned: _____ Priority: _____

FOR PHYSICAL PLANT USE ONLY

(List materials and labor in space below)
INVENTORY CONTROL ACTION

Date Posted for Monthly
Transaction

Signature of Inventory Control

Date work completed _____

Total Project Cost _____

Cost of Labor

Cost of Materials

Charged directly to Account

APSU-AF-PP-009 (8/79)

E X A M P L E O N L Y

Work completed by _____

PPM 4:020