


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

| | |
|--|---|
| Policy Number: 4:020 | Supersedes Policy Number: 4:020 |
| Date: February 20, 1989 | Dated: August 1, 1986 |
| 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' (SBR) 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 hundred (\$500.00) 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. Sensitive Equipment Items - Items costing \$300.00 to \$499.00 each, benefits/useful life, three (3) years or more, and because of the nature of their use, demand, or ease of being stolen and misused, require special monitoring. (Examples include ADP, photographic, audio visual, electronic and all weapons).
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 \$300.00 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 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 (capital asset) sensitive equipment item and federally funded equipment, will be capitalized. Any questions concerning the proper classification of any equipment to be capitalized will be resolved by the DPM.
2. Inventory - The following inventories are required to be maintained at this University:
 - a. Formal Inventory - The formal inventory record for property consists of a computer listing of all capitalized equipment.
 - b. 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 Austin Peay State University (APSU) Internal Auditor, the Director, Property Management or the Inventory Control Clerk. (See Appendix 1)

3. Property Tags

- a. 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. Personal computers will be tagged as a unit consisting of monitor, keyboard, external disc drive, external tape cartridge drive and the computer. The printer will be tagged separately.
- b. Property which does not meet the definition of Formal Inventory can be tagged by departmental personnel with a tag, "Property of Austin Peay State University." These tags are available from the Inventory Control Clerk. Serial numbers may also be used as identifiers for control purposes.

4. 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 one time per year. Internal Department Inventories will be updated by the department as changes occur. Departmental personnel will conduct the inventories. The Director, Property Management and Inventory Control Clerk will coordinate, assist and verify. These inventories are subject to audit by the Internal Auditors and State Auditor.

5. Updating Property Records - Formal inventory records will be updated by the Director, Property Management and Inventory Control Clerk. Additions, deletions, and transfers will be processed on a monthly basis. Updated department inventory lists will be provided by the Inventory Control Clerk upon request.

6. Property Trade-In

- a. All property being traded in for replacement must comply with the SBR Policy Number 4:02:20:00, paragraph 4, Trade-In on Replacement.

7. Disposition of Surplus Property

- a. The departments having unwanted property in their possession, either serviceable or unserviceable, are encouraged to process said property 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. The Inventory Control Clerk will post the turn in and place these items on the surplus property inventory.

- b. The Inventory Control Clerk should be contacted for information concerning available surplus property.
 - c. The Director, Property Management, will follow the procedures set forth in the SBR Policy Number 4:02:20:00, in all property disposal actions. Actions taken will be reviewed by the APSU Internal Auditor to insure compliance with the SBR policy. Appendix 2 is used for approval to dispose of surplus property.
8. Property Movement - All tagged property transferred or moved from one department to another requires notification be sent to the Inventory Control Clerk using Appendix 3. If transfer/move requires physical plant assistance, a Routine Work Order should accompany Appendix 3. State, "See attached memo" in space used for requesting work to be done when completing the work order.
9. Accountability of Loaned Property - University owned property should not be loaned or given to individuals or agencies external to the University. 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. Departmental procedures should include appropriate forms to identify property, list tag number and a statement regarding the individuals liability for damage and non-return of property. Departments not having formal procedures in place, should use Appendix 4 when legitimate loans are made. Equipment Sign Out forms (Appendix 5) should be used for property loaned for on-campus use.
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 Public Safety, and no later than twenty-four (24) hours after the loss is discovered, confirm the loss by completing an APSU

Property Loss Report (Appendix 6). Report will be forwarded to the Inventory Control Clerk.

- b. Public Safety is responsible for notifying the Inventory Control Clerk of reports of missing property. The Inventory Control Clerk then prepares the T-10, Initial Property Loss Report. The T-10 report plus the police report is forwarded to the Business Office. After review, the Business Office forwards the original T-10 and police report to SBR and 1 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 SBR 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 SBR 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 State 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 approved donated property for inclusion in required property records.

TITLE:

APPENDIX 1

[illegible]

AUTHORIZATION FOR THE DISPOSAL OF STATE SURPLUS
PROPERTY

TO: Director of Budgets & Property Management

FROM: Inventory Clerk

DATE:

SUBJECT: Request Disposal Approval for the below Surplus Property

State Tag Number: _____ Description: _____

_____ Serial No.: _____ Unit Price:\$ _____

REASON FOR REQUEST:

Request Reviewed by: _____ Date: _____

Recommendation to the President for APPROVAL: DISAPPROVAL:

Approval/Disapproval is granted for the disposal of the above
Equipment 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

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.

Form to Borrow APSU Equipment

I, _____ representing _____
acknowledge the receipt on loan of the below listed items from
the _____ of Austin Peay State University.
Department

I agree to return the above listed item(s) by _____ 19 _____.
In the event of loss or damage to the above listed item(s) borrowed
I agree to reimburse the APSU _____ for such loss
or damage at a rate to be determined by the _____
Department

DATE: _____

Signature

Address

Phone Number

APPROVED: Austin Peay State University

Accountable Person

Vice President

AUSTIN PEAY STATE UNIVERSITY
EQUIPMENT SIGN-OUT REGISTER

[illegible]

SIGN-OUT FOR AUSTIN PEAY STATE UNIVERSITY PROPERTY PLACES THE RESPONSIBILITY ON THE USER FOR THE SAFEGUARDING OF THIS PROPERTY FROM LOSS OR DAMAGE AND THE RETURN OF THIS PROPERTY TO THE DEPARTMENT AFTER ITS USE.

AUSTIN PEAY STATE UNIVERSITY

PROPERTY LOSS REPORT

DATE OF REPORT: _____ DATE OF LOSS: _____ TIME: _____

DEPARTMENT: _____ BUILDING: _____ ROOM NO: _____

EXPLAIN IN DETAIL HOW LOSS OCCURRED:-----
EXPLAIN METHODS TO BE USED TO PREVENT FUTURE LOSSES-----
DESCRIPTION OF PROPERTY LOST/DAMAGED-----
WHAT EFFECT DOES THIS HAVE ON DEPARTMENT OPERATIONS-----
LOSS/DAMAGE REPORTED BY:

DEPARTMENT HEAD:

(Signature)_____
(Signature)_____
(Name Printed)_____
(Name Printed)-----
CAMPUS POLICE REPORT NO: (OR) _____ (IN) _____ NCIC NO: _____

INVENTORY T-10 REPORT NO: _____ DATE: _____