

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:020	Supersedes Policy Number: 4:020
Date: April 4, 2007	Dated: January 10, 2006
Subject: Property Control	Mandatory Review Date: April 4, 2012
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:02:20:00
Approved: President: signature on file	

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 for all items \$5000.00 and over. 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 recorders	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 is required to be maintained at this University. All equipment not meeting the \$5000.00 limit will be controlled by the owning department. Inventory of computer equipment costing less than \$5000.00 will be the responsibility of the Office of Information Technology.
3. Property Tags - All capitalized 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. A copy of the transfer form is located at Appendix 3 of this policy.
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 off-campus Faculty, Staff or Student use. A sample of an Equipment Sign-Out form is located at Appendix 2 of this policy.
 - 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 Case Resolution Report. This report will be sent to the Vice President for Finance & Administration (VPFA) after being approved by the Department Chair, Dean, and Vice President. The office of the VPFA will send the approved Case Resolution Report to the Inventory Clerk to prepare a deletion for removal of the item from the Department Inventory. A copy of the Case Resolution Report is located at Appendix 1 of this policy.
 - b. Campus Police is responsible for notifying the Inventory Control Clerk when reports of missing equipment are received by their department. If it is determined that said equipment was stolen the Campus police will follow up with an investigation report. Campus Police is also required to place stolen serial numbered items on the NCIC Network. All recovered equipment will be returned to the Inventory Control Clerk to be returned to the department originally reporting the loss.
 - c. The Inventory Control Clerk will prepare a request for deletion to be sent to the Business Office. Upon approval, the Business office will delete the item and send the deletion back to the Inventory Control Clerk for filing. For Capital and TAF funded Equipment, the Business office will follow the procedures in TBR Guideline B-080. Equipment that needs to be replaced will be funded by the department originally reporting the loss.
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 for inclusion in required formal inventory records all donated property that meets the definition of capital equipment (see definitions, page 2).

AUSTIN PEAY STATE UNIVERSITY
CASE RESOLUTION REPORT

Date:

Department: Unit:

1. Date of loss:

2. Reported by:

3. Investigation/unit conducted by:

4. Description of the loss:

5. Total amount of loss:

6. Was employee dishonesty discovered? Yes No

6. Name(s) of employee(s) involved:

8. Action taken:

9. Methodology used to determine loss:

10. Internal control weakness found:

11. Action taken to resolve weaknesses:

Signature:

Department Chair

Signature:

Department Dean

Vice President of Division

Vice President for Finance and Administration

Clear Form

**AUSTIN PEAY STATE UNIVERSITY
EQUIPMENT CHECK OUT FORM**

All personnel checking out equipment must show and Austin Peay ID.

Department

Name of person signing out the equipment

SSN# Phone #

Address

Item to be signed out

Serial #

List of components

EQUIPMENT WILL BE RETURNED BY: (Check One)

2-3 Days 1 Week 1 Month 1 Semester Other (Explain)

I acknowledge receipt of the above items in good working order. I accept responsibility for the listed items.

Signature

Check out date

Checked out by

Clear Form

PROPERTY TRANSFER

MEMORANDUM

TO: Inventory Control Supervisor
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: _____
Signature Date

Property received by: _____
Signature Date

Tag Number	Description/Serial Number	Condition
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

PREPARATION INSTRUCTIONS

1. Department must have both signatures on form prior to submitting to Inventory.
2. Submit Routine Work Order if property is to be moved by Physical Plant.