

SUNY ESF

*Property Control
Designee Manual*

<https://www.esf.edu/business/property/policies.htm>

SUNY administers the Property Control System to insure that equipment assets are accountable from the time of purchase or donation and up until the asset is surplus.

The purpose of this manual is to provide a set of procedures for property control designees for reporting additions and changes in SUNY ESF's Property Control System. This manual has five major parts: New Equipment Purchases, Annual Equipment Inventory (Audit), Relocation of Equipment, Surplus/Scrap Equipment and Donated Equipment. It is hoped that by providing these procedures under 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, please address any additional questions and concerns to the Property Control Coordinator.

Property Control System

This section of the manual describes the Property Control Designee's responsibilities to property control and information that should be directed to the Property Control Coordinator in the Business Affairs Office.

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

1. New Equipment Purchases

When a department purchases new equipment, please notify the Property Control Coordinator. All equipment valued at \$5000 or more must have an Equipment Purchase Form (Attachment 1) filled out and forwarded to the Property Control Coordinator.

If a vehicle and/or equipment is traded-in for a new purchase, the Property Control Coordinator must sign-off on the purchase requisition.

After inspecting the new equipment, the department should notify the Property Control Coordinator so the Property Control Designee can receive and attach an "ownership/inventory" tag on the equipment.

2. Annual Equipment Inventory (Audit)

The Property Control Designees will receive notice of the annual inventory for his/her department at least two (2) weeks in advance, and verify and update the equipment inventory. The Property Control Designee is responsible for:

- a. Reviewing the report. Verifying that the listed equipment is in

the location stated. Making changes for building, room number and PI. Investigating any missing assets.

- o Please contact the Property Control Coordinator and the University Police Department for all missing assets.
- b. Reviewing the condition code of the equipment and making adjustments as appropriate.
 - o Excellent - New and/or used assets in excellent condition.
 - o Good- Used assets which have not deteriorated in condition or appearance, and which can continue in use without repairs or renovation.
 - o Fair- Used assets that 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.
 - o Poor - Used assets that have deteriorated in condition and/or appearance. Cannot be repaired. May have limited use.
 - o Scrap - Assets which have no value other than basic material content. This condition includes assets which have been cannibalized for spare parts. Assets requiring significant repairs, for which parts are not available, or non-repairable items are 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 cannot be accomplished in the timeframe requested, please call the Property Control Office at 470-6898 and advise that the response will be late.

It is important that the Property Control Coordinator receive 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, Provost, and the supervising Department Chair for appropriate follow up action.

3. Relocation of Equipment

An Equipment Transfer Surplus Form (Attachment 2) is required when equipment is transferred from one department to another or from one building or room to another. This process continuously updates the Property Control System (PCS) as interim reports are generated by ESF and the SUNY Controller's Office and will insure that transferred equipment is properly located on the annual inventory report for the following year. The form is also used to identify equipment as surplus or scrap. Once the appropriate signature is obtained from the Supervisor, please forward to the Property Control Coordinator.

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, the date the equipment is signed out with signature, and the date the equipment is to be returned. When equipment is returned, the person responsible will need to sign and to date the 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 Property Control Coordinator. Assets purchased with both State and Research Foundation funds are considered State-owned equipment and all State regulations and procedures apply.

Under no circumstances may surplus equipment be sold.

All questions concerning the funding source of a piece of equipment or how to properly transfer or dispose of equipment can be addressed to the Property Control Coordinator in the Business Affairs Office.

Once the Equipment Transfer Surplus Form is received by the Property Control Coordinator, the surplus equipment's availability will be advertised to the campus community.

For equipment where the department wants to trade-in, other potentially interested campus departments will be given two weeks to respond to the surplus equipment notice.

Upon the conclusion of the two week notice period, should no campus department be interested in the surplus equipment, the Property Control Coordinator will issue the department's Property Control Designee written authorization to dispose of the equipment through a trade-in for property retaining useful life. For all other surplus equipment, the Property Control Designee will submit a work order to have the equipment removed from the department.

5. Donated Equipment

When equipment is being donated to the College, or to a specific department, the Property Control Designee should perform the following steps before the equipment can be accepted from the donor:

- Contact John Wasiel in Environmental Health & Safety to coordinate an inspection of the equipment.
- Contact the ESF College Foundation (Development Office) and provide a description of the equipment, manufacturer name, model number, serial number, location to house the equipment, person's name responsible for the equipment and a fair market cost.
- Contact Property Control, Deb Snyder, for issuance of tags
- Contact Facilities for plumbing and/or electrical connections

Once the ESF College Foundation has formerly accepted the donation, the equipment becomes State property and all State regulations and procedures apply.

ATTACHMENT 1 (See Webpage)

<https://www.esf.edu/business/property/documents/Equipment%20Purchase%20Form.pdf>

ATTACHMENT 2 (See Webpage)

<https://www.esf.edu/business/property/documents/Equipment%20Transfer%20Surplus%20Form.pdf>