



PROPERTY AND INVENTORY CONTROL

Effective Date: January 1, 2019

Authority: Dean

POLICY STATEMENT

UCF requires all tangible property purchased at a value of \$5,000 or more to be recorded in the university's asset management system and inventoried by Finance & Accounting (F&A) with a university property decal. Per university guidelines, property is equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature with a value or acquisition cost of \$5,000 or more and has a normal expected life of one year or more (*Board of Governors Regulations 9.001, 9.002, and 9.003*).

The College of Community Innovation and Education (CCIE) also has an internal asset management policy to identify, tag, and track all tangible property valued between \$2,500 and \$4,999. This policy applies to all purchases acquired with university funds, regardless of the percentage of funds used toward the purchase.

The value of the asset is determined by the purchase price of the asset. The asset may be removed from the CCIE inventory if the value falls below \$2,500.

When using university funds in any amount toward the purchase of technology, the user agrees that the item is university-owned, is being purchased for official university business, and should be used primarily for official business purposes.

When university-owned technology is provided to an employee, it remains the property of the university and should be returned whenever the item is no longer needed, if the employee transfers outside of CCIE, or terminates employment with the university.

Users of university-owned technology must be familiar with handling restricted data and understand that *highly restricted* data should not be stored on mobile devices such as laptop, tablets, and flash drives according to the [UCF restricted data policy](#).

PURPOSE

Inventory control and the general responsibility for all university tangible property rests with the Dean, Department Chair, School Director or other appropriate administrative official with direct oversight of budget used for property acquisition. The administrative official is responsible for ensuring that all assets that fall within the limitations set by this policy are properly identified, tagged and monitored.

PROCEDURES

Acquisitions

1. [UCF IT Product Catalog](#) should be consulted when seeking to purchase technology. CCIE encourages purchasing equipment that UCF IT supports.
2. For equipment not listed in the product catalog, UCF IT must be consulted ([via a service request](#)) to ensure compatibility and to provide quotes.
3. Additionally, UCF IT must be consulted ([via a service request](#)) when considering software purchases.
4. Software and hardware may not be installed on university owned or managed devices without UCF IT approval or assistance. Some hardware and software can disrupt the network, cause conflicts, and may even cause network failure.
5. Any personally owned software, applications, data, documents, and files that are stored on a university-owned device may become the property of the university, and may be subject to public records review.
6. When ordering an item with a purchase price of \$5,000 or greater, the college's Facilities Director and CCIE's UCF IT Business Relationship Manager must be notified.
7. When ordering an item with a purchase price between \$2,500 and \$4,999, the department will need to ensure the item is tagged and added to the CCIE asset management system.
8. When ordering equipment with sponsored research funds, regardless of amount, the CCIE Research Administrative Services Team (RAST) must be notified to add the item to the list they maintain.
9. When ordering technology that requires set up or installation, the purchasing department must request UCF IT service ([via a service request](#)).
10. UCF IT must be contacted to remove or relocate desktop computers installed in a UCF office.

Inventory Control

1. In addition to maintaining the university required inventory list in accordance with university policy, CCIE will track non-consumable assets with a purchase price of \$2,500 or more.
2. CCIE tags will be affixed to items with a purchase value between \$2,500 and \$4,999. Items purchased for \$5,000 or more will receive a UCF tag.
3. CCIE Facilities will oversee an annual inventory audit of the CCIE tagged assets by sending a reminder to the department property contacts.
4. The department property contact is responsible for:
 - a. Notifying CCIE Facilities when an item is purchased that meets the inventory control criteria so that a decal can be provided prior to the item being delivered to the recipient;
 - b. Maintaining information on items too small or too sensitive to have a CCIE property decal affixed. (Decal will be placed on a 3x5 notecard, which includes a color photo of the item and location details that the department property contact maintains.);
 - c. Completing the annual inventory audit during fall semester utilizing the CCIE asset management system;
 - d. Identifying any items not located and notifying CCIE Facilities by January 31 of items that cannot be reconciled;
 - e. Coordinating with CCIE Facilities or UCF IT completion of the proper paperwork to surplus, transfer, or cannibalize existing inventory according to university procedures;
 - f. Prior to surplus, coordinating with UCF IT Deskside Support (via a service request) to prepare technology devices with locally stored software or data for surplus (i.e. wipe hard drive of information);

- g. Reporting to CCIE Facilities and necessary university offices any lost or stolen inventory items;
- h. Reporting to the UCF Information Security Office and CCIE's UCF IT Business Relationship Manager any lost or stolen device. It is important to remember UCF has [policies on handling restricted data](#) and to be familiar with them;
- i. Maintaining records of purchase orders, off-campus assigned inventory property, property forms for surplus, transferred, and items reported lost/stolen.

Off-Campus Use of Equipment

1. For all tagged items which are to be stored for any length of time in an off-campus location, documentation is required.
2. For equipment tagged with a university property decal, the [Authorization for Off-Campus Use of State-Owned Property form](#) must be completed and renewed each fiscal year. A copy of the form must accompany equipment when being transported.
3. For equipment tagged with a CCIE decal, the same university [off-campus form](#) should be completed and renewed annually acknowledging possession of the equipment. (The property tag prefix pre-printed on the form should be disregarded when completing for CCIE purposes.) The department property contact maintains the form in the unit files and the user maintains a copy with the equipment.

Receipt of Goods

1. For items considered non-trackable, departments are encouraged to utilize a [Receipt of Goods form](#) or some other method to document the pickup of purchased item.
2. Another method could be documenting asset information, such as the serial number, on the Purchase Request Form or Computer Store order form.

Removing Items from Property Inventory

The process for removing items from the property inventory depends on the reason for removal.

1. Surplus Items: Contact UCF IT when wanting to surplus technology items and CCIE Facilities for all other items. Also, notify CCIE Facilities if the surplus item is listed in the CCIE asset management system.
2. Transfer of Items (non C&G): Complete appropriate form when items are moved to a new location or to another department or area. Obtain signature of transferring and receiving departments. Forward completed [Request for Transfer and Receipt of State-Owned Property form](#) to [Property and Inventory Control](#) and document in the CCIE asset management system.
3. Transfer of Items (C&G): consult with the CCIE Research Administration Services Team (RAST).
4. Lost or Stolen Items: Complete [Lost/Missing/Stolen State-Owned Property form](#), and notify the University Police if appropriate. All lost or stolen items will be investigated. Submit to [Property and Inventory Control](#) and document in the CCIE asset management system. Lost items may be the financial responsibility of the individual to which the property was assigned, if so determined in the investigation process.
5. Items to be Cannibalized: Complete [Request for Relief of Responsibility for Property Traded or Cannibalized form](#), and obtain Property Board approval before item is cannibalized. Submit to [Property and Inventory Control](#) and document on the CCIE asset management system.
6. Loss of Value (for CCIE tagged items): Over time, the value of property purchased for \$2500+ may fall below \$2500. CCIE Facilities will determine when an item can be removed from the CCIE asset

management system. The user and department will be notified of any changes during the annual inventory audit.

Receiving Property Donations

1. All donations must be approved by the Provost and the Dean or VP prior to being forwarded to the Property Board for their approval.
2. All technology items considered for adoption must be reviewed by UCF IT prior to acquisition.
3. All items that are donated to any CCIE faculty/staff member or department belong to UCF and must have documentation including who/where the item(s) is being donated from, specific item information, and cost of the item. If the item's value meets the CCIE inventory control criteria, it must be tagged and added to the UCF or CCIE inventory accordingly.
4. Additionally, the CCIE Facilities Office must be notified of the receipt of donated non-consumable items within three business days of the item's arrival.

Surplus Acquisition

1. Any item an area desires to acquire from the University's surplus list must be approved and processed by CCIE Facilities. All technology items on the surplus list must be reviewed by UCF IT prior to acquisition.
2. It is the responsibility of the faculty/staff or department wishing to acquire the item to call the donating property custodian to ensure the item is in the desired condition. Then, follow up with CCIE Facilities about acquiring the surplus item. It is the discretion of CCIE Facilities to execute the adoption of the item.
3. Once the item has been approved for adoption, CCIE Facilities will retrieve the item(s) and work with the receiving department's property contact to complete all needed inventory processes before the item is deployed to the requesting department.

RESOURCES

- [Authorization for Off-Campus Use of State-Owned Property form](#)
- [CCIE Property Tag Request Form](#)
- [CCIE Receipt of Good form](#)
- [Lost/Missing/Stolen State-Owned Property form](#)
- [Request for Relief of Responsibility for Property Traded or Cannibalized form](#)
- [Request for Transfer and Receipt of State-Owned Property form](#)
- [UCF Data Handling Policy](#)
- [UCF IT Deskside Support](#)
- [UCF IT Product Catalog](#)
- [UCF IT Service Request \(hardware\)](#)
- [UCF IT Service Request \(software\)](#)
- [UCF Property and Inventory Control](#)

Approved by:

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11/15/18