ABC 2014 Fall Summit
Property & Software Fundamentals

Ken DelMese & Dee Louie

September 9, 2014
Overview

- Property Accounting - Role & Responsibility
- Definition of University Property
- Property Acquisitions - Software & Equipment
- Annual Property Inventory and Certification
- College/Department Inventory Coordinators/Approvers - Roles & Responsibilities
- Resources available to manage inventories - Tools and Forms.
What is Property Accounting?

- Responsible for tagging, tracking and surveying of University/State-Owned property
- Maintain perpetual inventory records in a centralized database including property acquisitions, relocations, transfers and dispositions
- Conduct periodic physical inventories across campus
- Support departments in meeting mandated State and CSU policy via the Property Control Procedures
What is University Property?

- Equipment - Tangible, movable articles of non-expendable personal property.
  - Normal Useful Life of at least one year. For Instructional Equipment, a normal useful life of at least two years.
  - Used to conduct University business
  - Not Furniture
  - Instructional Equipment unit acquisition cost or value of at least $500.00 (inclusive of sales/use tax and freight).
  - Theft and/or information sensitive
What is University Property? - Cont.

- Software

- Other equipment not meeting thresholds may be tagged and tracked as determined by campus departments.
How is Property Acquired?

- Purchases
  - 619001 - Equipment
  - 619002 - Equipment Instructional
    - Purchase Order (PO)
    - Procurement Credit Card (P-Card)
    - Direct Buy
    - Vendor Invoices not requiring a PO

- Gift-in-Kind Donations - University Advancement

- Auxiliary-Purchased Transfers
  - Cal Poly Corporation & Foundation
  - Contract & Grants-Sponsored Projects
What is Software?

- Off the shelf or a license
- Expected useful life greater than one year
  - Exclude annual license renewals for effective periods one year or less
- Software cost of $5,000 or more
  - Includes sales tax and freight
    - Tip: When software is electronically downloaded it is exempt from sales tax unless anything tangible is received
  - Exclude software maintenance costs when determining software value
How is Software Acquired?

- **Purchase**
  - 616003 – IT Software
  - 616800 – IT Software-Site License
  - 616801 – IT Software Maintenance

- **Internally Developed or Modified Software**
  - Must meet the university’s internal needs, and
  - Must not have a substantive plan to market the software externally to other organizations.
Annual Software Inventory Report

- Fund
- Department ID
- Location – Building and Room
- Software name/description
- Vendor
- Purchase Order (PO)
- Acquisition date
- Original cost, including sales tax and freight
Software Inventory Report

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPARTMENT</th>
<th>BLDG</th>
<th>ROOM</th>
<th>ASSET DESCRIPTION</th>
<th>VENDOR</th>
<th>PO NUMBER</th>
<th>ACQUISITION DATE [1]</th>
<th>ORIGINAL COST</th>
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</thead>
<tbody>
<tr>
<td>SL001</td>
<td>132500</td>
<td>14</td>
<td>165</td>
<td>Nutanix 20 sockets of vSphere</td>
<td>American Digital</td>
<td>2000006256</td>
<td>4/29/2014</td>
<td>$105,600.00</td>
</tr>
<tr>
<td>SL001</td>
<td>132500</td>
<td>14</td>
<td>165</td>
<td>Nutanix 50 seats of vCenter Log Insight</td>
<td>American Digital</td>
<td>2000006256</td>
<td>4/29/2014</td>
<td>$6,000.00</td>
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<tr>
<td>SL001</td>
<td>132603</td>
<td>14</td>
<td>165</td>
<td>Exadata software</td>
<td>Oracle</td>
<td>2000006857</td>
<td>5/9/2014</td>
<td>$391,120.00</td>
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<tr>
<td>SL001</td>
<td>136100</td>
<td>14</td>
<td>165</td>
<td>Oracle BPM software</td>
<td>Oracle</td>
<td>2000006882</td>
<td>6/2/2014</td>
<td>$100,000.00</td>
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<tr>
<td>MVW069</td>
<td>132800</td>
<td>1</td>
<td>501</td>
<td>Automatic Operator</td>
<td>Nuance Communications</td>
<td>2000006519</td>
<td>1/23/2013</td>
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<td>MVW069</td>
<td>132800</td>
<td>14</td>
<td>165</td>
<td>Session Border Controller software</td>
<td>CenturyLink</td>
<td>2000006510</td>
<td>3/21/2014</td>
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<tr>
<td>SL001</td>
<td>133800</td>
<td>14</td>
<td>165</td>
<td>Solar Winds Patch Manager</td>
<td>SolarWinds, Inc</td>
<td>2000006303</td>
<td>8/22/2013</td>
<td>$9,999.00</td>
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</tbody>
</table>

[1] Include only software purchased (or locally designed) and gifted in last 5 years costing $5,000 or more, even if not currently in use.
Annual Equipment Physical Inventory and Certification Process

- Annual inventories performed throughout entire campus by Property Accounting, building by building.
- Annual certification provided to departments for review and signature.
- Equipment not found communicated to department.
  - Within a predetermined period of time departments will need to locate, identify and/or resolve unfound items.
- Items not located during physical inventory will be included in an Annual Loss Report.
Who are Department Inventory Coordinators?

- They are designated by the Department Approver.
What are the responsibilities of the Department Inventory Coordinator?

- Maintain current and complete property records.
- Track acquisitions, receipt of and assignment of property within department.
- Notifies Property Accounting with changes of location, transfers to another department, disposals, and off campus use.
- Obligation to safeguard CSU equipment and property and discourage theft, loss and misuse.
Who are Department Approvers?

- Management Personnel Program (MPP’s) and higher
Responsibilities of Department Approvers

- Designate Department Inventory Coordinator
- Safeguard and ensure proper care of University/State-owned property from loss, theft or misuse.
- Ensure maintenance of up-to-date departmental inventory records.
Tools/Forms to Assist Department Inventory Coordinators

- Property Dashboard
  - Ability to view inventory, current locations, custodians, equipment used for Off Campus and much more!
  - Access limited to personnel designated as Department Inventory Coordinator and respective Department Approvers.
Property Dashboard - Cont.

Enter Dept ID

Property Prompt
- Dept Lvl 1
- Dept Lvl 2
- Dept Lvl 3
- Dept Lvl 4
- Dept

Asset ID
- Tag Number
- Manufacturer
- Model
- Serial ID

Current Location
- Asset Description
- Asset Status
- Cost Category

Important Information
Today is Monday, July 21, 2014.
The data available on this PolyData Dashboard page was last refreshed from PolyData on Monday, July 21, 2014 4:52:54 AM.
Term: Summer Quarter 2014 (ends 09/14/14), Planning term: Winter Quarter 2015.
About this Page
Tools/Forms to Assist Department Inventory Coordinators - Cont.

Forms to report changes to Property Accounting:

- **Property Relocation Change Form** - Relocation within same department
- **Transfer of Property Ownership Form** - Interdepartmental Transfers
- **Off Campus Use form** - Items Used Off Campus
- **Request to Survey Property Form** - Disposals
- **Property Loss Report** - Missing, Lost, Stolen or Vandalized Property. To be completed with Request to Survey Property Form.

Forms can be found under: [http://afd.calpoly.edu/fiscal services/forms.asp](http://afd.calpoly.edu/fiscal services/forms.asp)
Property Relocation Form

- Relocation within same department

Property Relocation Form

This form is only to be used for property relocations within the same department. For transfers of ownership to another department, use the Transfer of Property Ownership form from our forms page.

Your Email Address:

State ID tag (not serial number):

Item Description:

New Building:

New Room:

Send Email
## Property & Software Fundamentals

### Transfer of Property Ownership Form

- **Interdepartmental Transfer between campus departments**

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**Instructions**: Fill in yellow fields in rows 10-21. The Department Head transferring the property must sign on rows 23, 42, and 61. Two copies of the form will automatically be filled in below. **Submit entire page to Property Accounting**. Copies will be returned to both departments when changes have been made. For questions, call Ken DelMese at 6-2570.

#### TRANSFER OF PROPERTY OWNERSHIP

<table>
<thead>
<tr>
<th>PROP ID</th>
<th>DESCRIPTION</th>
<th>NEW LOCATION</th>
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</table>

Submitted by: ____________________________  Date: ____________

(Print Department Head's Name)  (Department Head’s Signature)

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</tbody>
</table>

Submitted by: ____________________________  Date: ____________

(Print Department Head’s Name)  (Department Head’s Signature)
Property & Software Fundamentals

Authorization for Off-Campus Use of Cal Poly Property Form

- Items used Off Campus
Property & Software Fundamentals

- Property Survey Request Form
  - Disposal of Department Equipment

**Property Accounting Request to Survey Property**

The information below is required in order to survey (i.e. eliminate) items from your property inventory. Please return the completed form to Property Accounting. Your department will be notified when approval has been received for the disposal of this item. **No items should be disposed of prior to this approval.** Definitions of the disposition options for this form are located at: [http://wwwafd.calpoly.edu/PhysicalServices/forms.asp](http://wwwafd.calpoly.edu/PhysicalServices/forms.asp) under the Property Accounting section. If you have additional questions or comments, please call 756-2570.

1. **Department:** [ ]  Property I.D. Tag Number: [ ] (Attach a list, if multiple items)

2. **Location Number:** (Bldg-room): [ ]

3. **Item Descriptions** (as shown on Property Accounting inventory: manufacturer, model, serial number):

4. **Requested Disposition** (check only one): Surplus Sale [ ] Salvage/Parts [ ] Junk [ ] Destroyed (i.e. fire) [ ]

   Trade-in (please provide vendor and trade-in price) [ ]

   Missing/Lost [ ] Stolen [ ] >> Did equipment store personal information? Yes [ ] No [ ] (Personal information - An individual's first name or first initial and last name along with any of the following data: Soc Security #, Driver's License or ID Card #, or Credit/Debit card # with password/security code permitting access to an individual's financial account)

   If item is missing/lost or stolen, you must complete a Property Loss Report.

5. **Reason item(s) being surveyed** — Please provide all pertinent information, as the Property Survey Board will review for possible culpable negligence or unauthorized use. If item is lost, missing, or stolen, please attach Property Loss Report instead of indicating a reason for survey of the item(s).

   By signing below, the surveying department agrees it has followed the campus disk wiping procedures to remove all data from any computing equipment to be surveyed, including but not limited to, sensitive information, such as employee names, student names, and personal identification numbers, e-mails, etc. The department also agrees the equipment has no software applications, including no operating system software at the time of disposal. *

   -----------------------------
   Department Inventory Coordinator
   -----------------------------
   Date Submitted
   -----------------------------
   Department Head
   -----------------------------
   College Dean or Division VP
   (Required for all Lost/Missing & Stolen)
Property & Software Fundamentals

- Property Loss Report.
  - Reporting items as Missing, Lost, Stolen or Vandalized.
  - To be completed with Request to Survey Equipment Form.

**Property Accounting Property Loss Report**

This is to report the loss or vandalism of University property belonging to Dept: _______  Dept: _______. You are also required to submit a Request to Survey Property form.

1. Date loss, theft or vandalism occurred: ___  Time: AM  PM  Building: ___  Room: ___
2. If property was stored in room or cabinet, were locks secured? Yes  No  Cabled down? Yes  No  If no, explain: ___
3. Were these items found missing during inventory? Yes  No  If yes, explain: ___
4. What precautions are in place to prevent any further loss of property? ___
5. Have you notified the University Police Department? Yes  No  If yes, Case or Incident #: ___  If no, explain: ___
6. If property was lost, stolen or vandalized off-campus, were local authorities informed? Yes  No  If yes, Case or Incident #: ___  If no, explain: ___
7. Was property checked out to you? Yes  No  Was this a class project? Yes  No  
   Course Project:  Instructor’s Name:  Who approved issue: ___
8. Did property store personal information? Yes  No  (Personal information includes an individual’s first name or first initial, and last name along with any of the following data: Sec Sec #, Driver’s License or ID card #, or Credit/Debit card # with password security code permitting access to an individual’s financial account)

<table>
<thead>
<tr>
<th>ITEM: BRAND:</th>
<th>ITEM: BRAND:</th>
<th>ITEM: BRAND:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL: COST:</td>
<td>MODEL: COST:</td>
<td>MODEL: COST:</td>
</tr>
</tbody>
</table>

(USE ATTACHMENT FOR ADDITIONAL ITEMS OR EXPLANATION)

9. Summarize other details relating to this loss: ___

10. Do you have insurance to cover the loss of this equipment? Yes  No  If so, indicate insurance company you are listed with: ___  Have you contacted your insurance company? Yes  No  If no, explain: ___

11. CLASSIFICATION:  Student  Staff  Faculty

Print Name/Title:  Phone where you can be contacted: ___

abc.afd.calpoly.edu
Questions????

abc.afd.calpoly.edu
Additional Resources can be found under

- http://afd.calpoly.edu/fiscalservices/forms.asp

Including:

- Property Control Procedures
- Definitions of Disposal Options on the Request to Survey equipment form
- Off-Campus Property Use Control Policy and Procedures
Property Accounting – Contacts

For Property:
Ken DelMese
Property Analyst
(805)756-2570
kdelmese@calpoly.edu

Rosalie Carlson
Inventory Clerk
(805)756-5813
rcarlso@calpoly.edu

Kimberly Perez
Director of General Accounting
(805)756-7415
kperez@calpoly.edu

For Software:
Dee Louie
Fixed Assets Accountant
(805) 756-5961
dqlouie@calpoly.edu