ABC 2015 Fall Summit

Property Accounting- Lifecycle of a Computer

Ken DelMese

September 10, 2015

Overview

- Property Accounting - Role & Responsibility
- College/Department Inventory Coordinators & Authorized Approvers - Roles & Responsibilities
- Definition of University Property
- Review of Lifecycle of a Computer
- Property Acquisitions
- Resources available to manage inventories - Tools and Forms.
- Annual Property Inventory and Certification
Property Accounting—Lifecycle of a Computer

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 disposions
- Conduct periodic physical inventories across campus
- Support departments in meeting mandated State and CSU policy via the Property Control Procedures

Who are Department Inventory Coordinators?

- They are designated by the Authorized Approver.
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- 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 Authorized Approvers?
  - Department Heads, Department Chairs, Management Personnel Program (MPP's) and higher
Responsibilities of Authorized 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.

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
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- What is University Property? - Cont.
  - Other equipment not meeting thresholds may be tagged and tracked as determined by campus departments.
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- Asset Acquisition

  - How is Property Acquired?
    - Purchases
      - Purchase Order (PO)
      - Procurement Credit Card (P-Card)
      - Direct Buy
      - Vendor Invoices not requiring a PO
    - PeopleSoft Chartfields
      - 619001-Equipment
      - 619002-Instructional Equipment
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**Purchasing Guidelines**

For purchases over $2500.00, Contracts & Procurement will perform a due diligence (informal or formal bidding). It is important to get us involved in the planning stage.

- **Is it a commodity or a service?**
  - **Yes**
    - Commodity
    - Is the item less than $2500?
      - **Yes**
        - Regardless of value, service vendors coming on campus must be pre-approved by Contract & Procurement Services via a Purchase Order or contract. Departments should not sign contracts or agreements.
      - **No**
        - Service Purchases between $0 - $50,000:
          1. Product sold through distribution/manufacturer, depts. may obtain multiple quotes, however, this is not required. You may simply submit a purchase request in PeopleSoft Finances which will be reviewed and approved by Contracts & Procurement.
          2. Any goods purchased for over $50,000 must be competitively bid by Purchasing staff. Contact us 805-756-2232 to begin the planning process.

- **No**
  - Is the item between $2501 - $50,000?
    - **Yes**
    - Department may purchase goods under $2500 by using a ProCard, eMarketplace, Purchase Request, Petty Cash, or Direct Buy Form.

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**How is Property Acquired? Cont.**

- **Gift-in-Kind Donations - University Advancement**
- **Auxiliary-Purchased Transfers**
  - Cal Poly Corporation, including Sponsored Programs
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- Maintenance

<table>
<thead>
<tr>
<th>Forms to Assist Department Inventory Coordinators</th>
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<td>Forms to report changes to Property Accounting:</td>
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<td>- Property Relocation Change Form - Relocation within same department</td>
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<tr>
<td>- Transfer of Property Ownership Form - Interdepartmental Transfers</td>
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<td>- Off Campus Use form - Items Used Off Campus</td>
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Forms can be found under: http://afd.calpoly.edu/fiscal/services/forms.asp

abc.afd.calpoly.edu
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Property Relocation Form

- Property Relocation Form
- Relocation within same department

Authorization for Off Campus Use of Cal Poly Property Form

- Items used Off Campus
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- **Transfer of Property Ownership Form**
  - Interdepartmental Transfer between campus departments

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### Transfer of Property Ownership Form

- **From DEPARTMENT (DEPTID):**
- **To DEPARTMENT (DEPTID):**

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Submitted by: [insert Department Head’s Name]

(Department Head’s Signature)

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### Transfer of Property Ownership Form

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- **Disposal**
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- Tools/Forms to Assist Department Inventory Coordinators - Cont.
  - Forms to report changes to Property Accounting:
    - 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)
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- **Property Loss Report.**
  - Reporting items as Missing, Lost, Stolen or Vandalized.
  - To be completed with Request to Survey Equipment Form.

- **Reallocation**
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- **Transfer of Property Ownership Form**

  *Instructions:* Fill in yellow fields in rows 10-11. The Department Head transferring the property must sign on rows 23, 42 and 51. 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 Dell'Alba at 82579.

  **TRANSFER OF PROPERTY OWNERSHIP**

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  **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.
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- Property Dashboard - Cont.

Enter Dept ID

Property Listing

Inventory
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- 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 items not found.
  - Items not located during physical inventory will be included in an Annual Loss Report.
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- Questions????

Additional Resources can be found under
- [http://afd.calpoly.edu/fiscalservices/forms.asp](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

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