ABC 2015 Fall Summit

Property Accounting-
Lifecycle of a Computer

Ken DelMese

September 10, 2015
Property Accounting-Lifecycle of an Computer

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 dispositions
  - Conduct periodic physical inventories across campus
  - Support departments in meeting mandated State and CSU policy via the Property Control Procedures
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- 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.
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- Who are Authorized Approvers?
  - Department Heads, Department Chairs, Management Personnel Program (MPP’s) and higher
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- 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:
- Purchase Order (PO)
- PO Receiving Report
- Invoices from Accounts Payable
  - PO Card Direct Buy
  - CPC Campus Programs
  - CPC Sponsored Programs
  - Gifts In Kind (Donation)
- Asset Tagged: Tag #, Serial #, and Location entered in AM
- Asset created

Asset Maintenance:
- Asset Maintenance
- Asset Reallocation
- Asset Inventory

Asset Retirement:
- Asset retired by Property Accounting in AM
- Property Surplus disposes asset and provides info to Property Accounting
- Dept. affixes red tags and contacts Surplus Property
- Dept. submits “Equipment Transfer” form to Property Accounting

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- Asset Acquisition
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- 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?

Commodity → Is the item less than $2500?

Yes → Service

No → Is the item between $2501 - $50,000?

Yes → Service Purchases between $0 - $50,000:

1. For service requirements, departments may obtain multiple quotes, however, this is not required. You may simply submit a purchase request in PeopleSoft Financials which will be reviewed and approved by Contracts & Procurement.
2. Any service requirements budgeted for over $50,000 must be competitively bid by Purchasing Staff. Contact us 805-756-2232 to begin the planning process.

No → Department may purchase goods under $2500 by using a ProCard, eMarketplace, Purchase Request, Petty Cash, or Direct Buy Form

1. Product sold through distributors/manufacturers, depts. may obtain multiple quotes, however, this is not required. You may simple submit a purchase request in PeopleSoft Financials which will be reviewed and approved by Contracts & Procurement.
2. Any goods budgeted for over $50,000 must be competitively bid by Purchasing Staff. Contact us 805-756-2232 to begin the planning process.
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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
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- Forms to Assist Department Inventory Coordinators
  - 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

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 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.

Property Relocation Form

Your Email Address:

State ID tag (not serial number):

Item Description:

New Building:

New Room:

[Reset] [Send Email]
Authorization for Off Campus Use of Cal Poly Property Form

- Items used Off Campus

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Authorization for Off-Campus Use of Cal Poly Property

Employee Name: ____________________________ Department: ____________________________

Employee’s Work Location: BLDG # - ROOM # ____________________________ Home Phone: ____________________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Property ID#</th>
<th>Serial #</th>
<th>Date Returned</th>
<th>Inventory Coordinator Signature</th>
<th>Returned to Location</th>
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Off Campus Property Location (Circle One): HOME OTHER: ____________________________

(If Other, provide City, State, Country)

I accept responsibility for the Cal Poly property, listed above, which has been issued to me. I understand that:

> University/State-owned property is to be used only to conduct official University business.

> I may be charged for any loss and/or damage to University/State-owned property due to my negligence and/or unauthorized use.

> My return of University property with the Inventory Coordinator’s signature verifying its return is required by the established due date, upon request or termination of employment.

> I must keep this form with me whenever transporting the property as I may be asked to provide proof of permission for its removal from campus.

Employee Signature: ____________________________ Date: ____________________________

REQUIRED APPROVAL SIGNATURES

Employee’s Supervisor: ____________________________ Date: ____________________________
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**Transfer of Property Ownership Form**
- Interdepartmental Transfer between campus departments

**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.

```plaintext
TRANSFER OF PROPERTY OWNERSHIP

From DEPARTMENT (DEPTID): ___________________________ To DEPARTMENT (DEPTID): ___________________________

<table>
<thead>
<tr>
<th>PROP ID</th>
<th>DESCRIPTION</th>
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Submitted by: ___________________________ Date: ____________

(Print Department Head’s Name)

(Department Head’s Signature)

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From DEPARTMENT: ___________________________ To DEPARTMENT: ___________________________

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Submitted by: ___________________________ Date: ____________

(Print Department Head’s Name)

(Department Head’s Signature)```
Property Accounting-Lifecycle of a Computer

- 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](http://afd.calpoly.edu/fiscal) services/forms.asp
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- Property Survey Request Form
  - Disposal of Department Equipment
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- Property Loss Report.
  - Reporting items as Missing, Lost, Stolen or Vandalized.
  - To be completed with Request to Survey Equipment Form.

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<tr>
<th>ITEM:</th>
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(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:

11. CLASSIFICATION: [ ] Student [ ] Staff [ ] Faculty

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abc.afd.calpoly.edu
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- Reallocation
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- Transfer of Property Ownership Form

**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.

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Submitted by:  
(Print Department Head’s Name)  
(Date)  
(Department Head’s Signature)

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</table>

Submitted by:  
(Print Department Head’s Name)  
(Date)  
(Department Head’s Signature)
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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.
Property Accounting - Lifecycle of a Computer

- Property Dashboard - Cont.

**Property Prompt**

- Dept Lvl 1: Select Value
- Dept Lvl 2: Select Value
- Dept Lvl 3: Select Value
- Dept Lvl 4: Select Value
- Dept: 125500-Pcl Sys-HF
- Asset ID: -Select Value-
- Tag Number: -Select Value-
- Manufacturer: -Select Value-
- Model: -Select Value-
- Serial ID: -Select Value-
- Current Location: -Select Value-
- Asset Description: -Select Value-
- Asset Status: With Service
- Cost Category: WNCF-NonCap-

**Property Listing**

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Tag Number</th>
<th>Asset Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial ID</th>
<th>Current Custodian Dept</th>
<th>Last Inventory Date</th>
<th>Current Location</th>
<th>Acquisition Date</th>
<th>Cost Amt</th>
<th>Asset Status</th>
<th>Survey Status</th>
<th>Checked Out To</th>
<th>Offsite</th>
<th>Old Tag No</th>
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<tbody>
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<td>Golf Cart EZGO TXT 2008-9387</td>
<td>EZ-GO</td>
<td>TXT</td>
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<td>OX6-Mfg</td>
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<td>-</td>
<td>In Service</td>
<td>-</td>
<td>-</td>
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<tr>
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<td>127029</td>
<td>Slate Tablet</td>
<td>DELL</td>
<td>LATITUDE ST</td>
<td>4F0001</td>
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<td>7/15/2011</td>
<td>OX100-11000-Administration</td>
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<td>CIOE</td>
<td>2121342028</td>
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<td>KRIST JADZIE</td>
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<td>7/13/2014</td>
<td>OX100-11000-Administration</td>
<td>1/13/2014</td>
<td>3610.48</td>
<td>In Service</td>
<td>-</td>
<td>N</td>
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</table>

**Important Information**

Today is Monday, July 21, 2014.
The data available on the PolyData Dashboard page was last refreshed from PolyData on Monday, July 21, 2014 4:52:54 AM.

Term: Summer Quarter 2014 (ends 9/14/14).

Please send questions or comments to polydata-fh-support@calpoly.edu.

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- Inventory

Diagram:

- Asset Inventory
- Asset Annual Physical Inventory by Property Accounting
- Dept notified to locate unfound item
- Asset found?
- Dept found asset?
- Asset Inventory History updated in AM
Property Accounting-Lifecycle of a Computer

- 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????
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- 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

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

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

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

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