ABC 2016 Fall Summit

Property Accounting-
Lifecycle of a Computer

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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

- Who are Department Inventory Coordinators?
  - They are designated by the Authorized 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 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
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)
  - Procurement Credit Card (P-Card)
  - Direct Buy
  - Vendor Invoices not requiring a PO
  - PeopleSoft Chartfields
    - 619001-Equipment
    - 619002-Instructional Equipment

How is Property Acquired?
- Purchases
  - Purchase Order (PO)
  - Procurement Credit Card (P-Card)
  - Direct Buy
  - Vendor Invoices not requiring a PO
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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
  - Department may purchase
    - Product sold through
      - Distribution/Manufacturers/Dealers
      - Contract & Procurement Services
      - P.O. or Contract
      - Department should not sign contracts or agreements
- No
- Is the item between $2501 - $50,000?
  - Yes
  - 1. Product sold through Distribution/Manufacturers/Dealers, 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 goods/budgeted for over $50,000 must be competitively bid by Purchasing staff. Contact us 805-756-2232 to begin the planning process.
- No

Service Purchases between $0 - $50,000:

- 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**

![Flowchart diagram](image)

- **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](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 website.

- 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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- **Disposal**
  - Asset Retirement
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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
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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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- Reallocation

![Diagram of Asset Reallocation Process]

1. Asset Reallocation
2. New Dept submits Equipment Transfer Form to Property Accounting
3. Property Accounting update department or AUX Reserves asset from survey process
### Property Accounting-Lifecycle of a Computer

**Transfer of Property Ownership Form**

- **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.

- Inventory

![Diagram of Asset Inventory and Asset Annual Physical Inventory by Property Accounting process]
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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.
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