ABC 2016 Fall Summit

Property Accounting-
Lifecycle of a Computer

Ken DelMese

September 07, 2016
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.
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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?
- Commodity
- Is the item less than $2500?
  - 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
    - 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.
      - No

1. Product sold through distributors/manufacturers, depts. 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.
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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

![Flowchart of Asset Maintenance](image-url)
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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](http://afd.calpoly.edu/fiscal) services/forms.asp
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- Property Relocation Form
  - Relocation within same department
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- Authorization for Off Campus Use of Cal Poly Property Form
  - Items used Off Campus

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: ___________________________

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.

**TRANSFER OF PROPERTY OWNERSHIP**

<table>
<thead>
<tr>
<th>PROP ID</th>
<th>DESCRIPTION</th>
<th>NEW LOCATION</th>
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Submitted by: ___________________ Date: ____________
(Print Department Head's Name) (Department Head's Signature)

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</table>

Submitted by: ___________________ Date: ____________
(Print Department Head's Name) (Department Head's Signature)
Property Accounting - Lifecycle of a Computer

- Disposal
Property Accounting - Lifecycle of a Computer

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
## Property Accounting - Lifecycle of a Computer

### Property Survey Request Form

- **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://www.afd.calpoly.edu/FiscalServices/forms.asp](http://www.afd.calpoly.edu/FiscalServices/forms.asp) under the Property Accounting section. If you have additional questions or comments, please call 756-2570.

<table>
<thead>
<tr>
<th>1. Department:</th>
<th>Property I.D. Tag Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Attach a list, if multiple items)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>2. Location Number:</th>
<th></th>
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<tbody>
<tr>
<td>(Bldg-room):</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3. Item Descriptions:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>(as shown on Property Accounting inventory: manufacturers, model, serial number):</td>
<td></td>
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</tbody>
</table>

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<tr>
<th>4. Requested Disposition:</th>
<th></th>
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<tbody>
<tr>
<td>(check only): Surplus Sale</td>
<td>Salvage/Parts</td>
</tr>
</tbody>
</table>

- Trade-in (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.

<table>
<thead>
<tr>
<th>5. Reason item(s) being surveyed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(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)).</td>
<td></td>
</tr>
</tbody>
</table>

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.*

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*Department Inventory Coordinator | Date Submitted
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**Department Head**

**College Dean/or Division VP** (Required for all Lost/Missing & Stolen)
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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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CAL POLY

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

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

(USE ATTACHMENT FOR ADDITIONAL ITEMS OR EXPLANATION)

9. Summarize other details relating to this loss: [Details]

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

11. CLASSIFICATION: Student □ Staff □ Faculty □

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Post Name/Title ____________________________ Phone number(s) can be contacted ____________________________

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- Reallocation
### 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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From DEPARTMENT (DEPTID): ____________ To DEPARTMENT (DEPTID): ____________

Submitted by: ____________ Date: ____________

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

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From DEPARTMENT: ____________ To DEPARTMENT: ____________

Submitted by: ____________ Date: ____________

(Print Department Head’s Name) (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.
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Property Dashboard - Cont.

Enter Dept ID
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- 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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kperez@calpoly.edu