

University of Central Arkansas Inventory Procedures Manual

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Table of Contents

Policy.....	2
Definitions.....	2
Property Responsibility.....	2
Equipment Purchases.....	3
Donated Equipment.....	4
Refunds.....	5
Property Transfers.....	5
Off-Campus Property.....	8
Cannibalizing Property.....	9
Stolen Property.....	9
Missing Property.....	9
Annual Physical Inventory.....	10
Spot Checks.....	11
Closing Remarks.....	11
Inventory Forms.....	12
Crime Prevention Fact Sheet.....	14

Policy

The main responsibility of Inventory Control is to maintain an accurate record of equipment owned by or in the custody of the University of Central Arkansas by following procedures within the guidelines of the State of Arkansas Inventory Regulations. Equipment is a significant portion of the University's total assets, and it is therefore necessary to provide inventory management. This manual describes procedures for equipment purchases, transfers, surplus retirements, cannibalization, theft, and physical annual inventory.

Equipment is defined as all tangible property with a unit cost of \$500 or more and an estimated useful life of two years or more. The procedures outlined in this manual serve as a guide for all departments.

Definitions

- **Equipment**—All tangible property with an expected useful life of two years or more
- **Low Value Equipment**—Tangible property with the unit cost of \$500.00-\$4,999.99
- **Capital Equipment**—Tangible property with the unit of \$5,000.00 or above
- **UCA Property Tag**—Label that is applied to equipment
- **Transfers**—Moving and reassigning of equipment
- **Retirements**—Disposing of surplus (no longer needed, obsolete, or damaged) equipment
- **Cannibalizing**—Removing parts from one item of equipment and using to repair another similar item of equipment
- **Missing**—The location of equipment is unknown
- **Annual Physical Inventory**—Physical verification of equipment listed on the fixed asset annual property report
- **Spot Checks**—Physically checking randomly selected equipment
- **Very Low Value Equipment**—Tangible property with the unit cost of less than \$500.00 (no longer classified as equipment)
- **Inventory Control**—Inventory Control

Property Responsibility

Each department is responsible for the proper custody, care, maintenance, and safekeeping of the property located in the department. The Department Chair/Head may designate either himself/herself or a member of the department's staff as Property Manager. The Property Manager is responsible for notifying Inventory Control of transfers, retirements, and theft of University property with the proper forms being utilized. The Property Manager is also responsible for keeping an in-house spreadsheet of all department property. Each department is responsible for retrieving property from departing employees.

Equipment Purchases

- It is very important to use proper coding when ordering equipment. When processing a requisition for new equipment in the Banner system, use the appropriate capital (items \$5,000.00* and above) codes and non-capital (items \$500.00 - \$4,999.99*) codes based on the item that is being purchased.

Account Codes for Capital Equipment \$5,000.00 or above

730200 – Capital Equipment

730202 – Capital Vehicles

730203 – Capital Computers

730204 – Capital Printers and Projectors

730206 – Capital Software Operation (Operation System Only)

Account Codes for Low Value Equipment from \$500.00 – \$4,999.99

730205 – Non-Cap Equipment / Furniture

730207 – Non-Cap Computers

730208 – Non-Cap Printers and Projectors

Account Codes for Very Low Equipment Less than \$500

710101 – Supplies and Services (and Replacement Parts)

710119 – Technology Purchases

Repairs for Equipment

710105 – Repairs

Software for Equipment

710118 – Most Software

730206 – Occasionally operating systems over \$5,000 are considered equipment

**The total cost includes taxes, freight and installation charges.*

- Use the document text in requisitions. List the information available about items such as: description, color, size, location, who will use it, tag number if upgrade or replacement part.
- **Trade-ins** can be made on certain items, but this must be done through Inventory Control. Complete an Equipment Trade-in Form and scan to Inventory Control at inventory@uca.edu. Approval must be received **before** trading in a piece of equipment.
- If an item being purchased is to **upgrade** a piece of UCA equipment, please put the property tag number of the equipment being upgraded on the requisition form in the document

text. Use the correct capital or non-capital codes for equipment upgrades. The cost of the upgrade will be added to the cost of the original piece of equipment.

- Most software is NOT considered equipment and is usually coded as 710118. Occasionally, operating systems over \$5,000 are considered equipment and coded as 730206. Contact Inventory Control for further information.
- Repairs for equipment are usually coded 710105.
- Upon receipt of the equipment, inspect for damages and use the Banner system to receive the equipment.

Inventory Control will assign property tag numbers for equipment over \$500 after invoices are posted. Then, arrangements will be made with the Property Manager to place the property tags on the capital and low value equipment. If a large shipment of equipment is received or if the equipment needs to be tagged immediately after receipt, please contact Inventory Control. Otherwise, the property tag numbers will be assigned as the invoices are posted. The property manager will put the property tags on the very low value equipment.

PLEASE NOTE: If a department is purchasing equipment for another area or department, the person responsible for *giving/releasing* the merchandise must complete a Transfer of Equipment Form signifying that the ownership has been transferred to the other department. After the Transfer of Equipment form has been signed by both the releasing and receiving departments, the releasing department must submit the form to Inventory Control immediately.

Donated Equipment

Written notification must be sent to Inventory Control for equipment donated to the University from the UCA Foundation or other sources. Include the name of the donor, a description of equipment, the date of donation, and the fair market value at the time of donation. Equipment with a fair market value of \$500 or above must be added to UCA's property management system and properly tagged. Donated equipment must be added to the department's in-house spreadsheet.

Complete a Donation of Equipment form for University equipment being donated to another agency. Scan the form to Inventory Control at Inventory@uca.edu **before** donating property. Adjustments will be made in the property management system if necessary.

Refunds

All department refunds for inventory must go through the Financial Accounting office. Please note whether item is Capital (\$5,000 and above) or Non-Capital (\$500-\$4,999.99). **Do not** make a deposit at Student Accounts. The refund needs to be deposited via Financial Accounting to be

processed correctly in the inventory expense account. This process may be coordinated through Inventory Control.

Property Transfers

Inventory Control must receive a Transfer of Equipment form before university-owned equipment is moved.

Two types of transfers occur on campus: Interdepartmental (between two different departments) and Intradepartmental (within the same department).

1. Interdepartmental Transfers

These transfers occur between two *separate* departments. The releasing department must sign the form and print the name of the person that will receive the item on Transfer of Equipment form before it is scanned to Inventory Control at Inventory@uca.edu . Inventory Control will forward the form to the Moving Department if needed. When the equipment is received, the receiving department will sign and send the completed form to Inventory Control. Inventory Control will then update any files as needed, sign the form and send a copy back to both department for their records.

The department must provide the following information on the Transfer of Equipment form:

- A. Department releasing equipment and department receiving equipment.
- B. Type of Transfer
- C. Whether or not the Physical Plant Moving Department needs to move the equipment. You may also list the name and phone number of a contact person.
- D. Pickup Location of equipment.
- E. Description, New Location, and Property Tag Numbers.
- F. Printed Name and the Signature of Chairperson or Property Manager Releasing and Receiving Equipment and the date.
- G. Signature of the Moving Department and date if needed.
- H. Signature of Inventory Control personnel approving the transfer and updating the necessary files.

2. Intradepartmental Transfers

These transfers occur within the SAME department. Only the department involved must sign the Transfer of Equipment form before it is scanned to Inventory Control at Inventory@uca.edu for approval. The form will be returned to the department if the signature is missing.

The department must provide the same information on the Transfer of Equipment form as indicated in steps A-H above.

After completing the Transfer of Equipment form, scan the form to Inventory Control at inventory@uca.edu . The Inventory Office will email a copy of the Transfer form to the Physical Plant Moving Department Personnel to schedule the transfer of items, if “YES” is selected requesting that the Moving Department move the equipment. A final approved copy of the Transfer of Equipment form will be returned to the department. After the completion of the process, adjustments/reassignments will be made in the property management system.

Note: It is recommended that departments keep a copy of the completed Transfer of Equipment Forms in their departmental files.

Surplus Property Retirements

*******DO NOT DISPOSE OF STATE PROPERTY REGARDLESS OF COST*******

All state property must be disposed of within the guidelines of the State of Arkansas Inventory Regulations. Any department getting rid of surplus equipment must complete a Retirement of Surplus Equipment form, a Retirement of Surplus CPU form, or a Retirement of Surplus Cell Phone form.

Three types of surplus retirements take place on campus: Equipment, CPU (Central Processing Unit, aka computers), and Cell Phones.

1. Retirement of Surplus Equipment

Complete, a Retirement of Surplus Equipment form for all surplus equipment (desks, chairs, monitors, printers, keyboards, etc.) except CPUs and cell phones.

The department must provide the following information on the Retirement form:

- A. Department retiring equipment.
- B. Date.
- C. Reason for Retirement.
- D. Whether or not the Physical Plant Moving Department needs to pick up the equipment. You may also list the name and phone number of a contact person.
- E. Pick-up location of equipment.
- F. Descriptions, serial numbers, and property tag numbers.
- G. Printed Name and the Signature of Chairperson or Property Manager and date.
- H. Signature of Inventory Control authorizing Moving Department to pick up equipment. Inventory Control will email the Moving Department for them to schedule pick up with the department.
- I. Signature and date of Witness to Moving Department picking equipment up.

- J. Moving Department Signature and date when equipment is picked up.
- K. Signature and date of Warehouse Inventory Control Personnel when equipment is received in warehouse.

2. Retirement of Surplus CPUs

Complete a Retirement of Surplus CPU form for only surplus CPUs (Central Processing Units). Check the property tag numbers and serial numbers of the CPUs before listing them on the Retirement form.

Backup any information that you might need before retiring CPUs, as the hard drives will be destroyed.

The department must provide the same information on the Retirement of Surplus CPU form as indicated in steps A-G above.

3. Cell Phone Retirement

Complete a Retirement of Surplus Cell Phone form for all surplus cell phones and PDAs.

The Department is responsible for removing the SIM card & erasing the information from PDAs. The SIM Card Removed and/or PDA Internal Memory Erased column(s) must be checked and initialed.

The Department must provide the same information on the Retirement of Surplus Cell Phone form as indicated in steps A-E above. Include also:

- F. Descriptions and serial numbers
- G. Check and initials for SIM Card Removal and/or PDA Internal Memory Erased
- H. Printed Name and the Signature of Chairperson or Property Manager and the date.
- I. Signature of Inventory Control authorizing Moving Department to pick up equipment. Inventory Control will email Moving Department for them to schedule pick up with the department.
- J. Signature and date of Witness to Moving Department picking equipment up.
- K. Moving Department Signature and date when equipment is picked up.
- L. Signature and date of Warehouse Inventory Control Personnel when equipment is received in warehouse.

After completing the appropriate Retirement form, scan the form to Inventory Control at Inventory@uca.edu. The Inventory Office will email a copy of the Retirement form to the Physical Plant Moving Personnel so they can schedule a pick up time, if "YES" is selected for the Moving Department to pick up. When the surplus equipment is picked up, a

Department Witness Signature is need on the Retirement form to verify that the equipment has been pick up. If the Moving Department is not selected to move equipment, then the retiring department will need to make arrangements with Inventory Control for them to meet at the M&R Warehouse to deliver the equipment.

A final completed copy of the Retirement form will be returned to the department after the equipment has been received in the M&R Warehouse by Inventory Control. Please look for the “Not Picked Up & Not Received” notations written beside any of the equipment items listed. This notation means that the particular item(s) listed was not picked up and not received in the M&R Warehouse and will not be removed from the department’s inventory. The department should check on any “Not Picked up & Not Received” equipment as soon as possible and notify Inventory Control if the item(s) still need(s) to be retired. After the completion of this process, adjustments will be made in the property management system.

Note: It is recommended that departments keep a copy of the completed Retirement of Surplus Equipment, Retirement of Surplus CPU, and/or Retirement of Surplus Cell Phone Forms in their departmental files.

4. Inventory Valued Below \$500

The department should maintain an internal record of inventory items valued below \$500, which are not tracked by the Inventory Control office. This does *not* have to include items of nominal value (pencils, staples, etc.), but should generally include any items that might have value to anyone outside the department, at minimum. Disposal of these items should follow the same guidelines described above.

Off-Campus Property

Equipment may be taken off campus under certain conditions. Departments may allow outside schools, clinicians, etc. to use university equipment for educationally-related purposes consistent with the university’s mission. Also, departments may have off-campus offices. Complete the Off-Campus Equipment Request form and scan the form to Inventory Control at Inventory@uca.edu. **The appropriate Vice President and/or President must sign the form to give written approval.** The person and the department accept responsibility for damage, loss, and/or theft of the equipment while in their possession. (See Board Policy 413)

Departments may assign equipment to faculty/staff which need to be taken off-campus for university-related purposed (such as laptops, etc.). The responsible department must complete the Department Off-Campus Equipment Log form and scan a copy of the form to Inventory Control at Inventory@uca.edu . The Equipment Log form should be updated and kept in the department office. The person and the department accept responsibility for damage, loss, and/or theft of the equipment while in their possession.

Cannibalizing Property

Note: AUTHORIZATION MUST BE RECEIVED BEFORE REMOVING PARTS FROM ONE INVENTORY ITEM TO REPAIR ANOTHER.

If there is an occasion when it is cost effective, or provides a benefit to the university, to use parts from one item of equipment to repair another similar item of equipment, contact Inventory Control for instructions on how to proceed. Additionally, if there is an occasion when modular furniture needs to be separated, contact Inventory Control for instructions. Notify Inventory Control *before* removing parts from equipment. Random cannibalization of state property is prohibited.

Stolen Property

Any equipment suspected of having been stolen must be reported immediately to the UCA Police Department. Theft is when an item is known to have been taken without permission. Contact the UCA Police and report the stolen item(s). Complete a Stolen or Missing Equipment form and scan to Inventory Control at Inventory@uca.edu . Also scan the Police Report Number to Inventory Control at Inventory@uca.edu .

Missing Property

Equipment is considered missing when the property manager does not know where it is located. The item may have been moved to another location within the department without notifying the property manager. Missing equipment may ultimately be classified as stolen after an internal investigation has eliminated other potential locations.

Note: Do not use the term “missing” if you know the item is stolen. If any equipment is discovered missing during annual inventory or during a spot check, the department will have two weeks to search for the missing equipment. If the equipment is not found during this time, it must be reported it to the UCA Police in accordance with the Stolen Property policy.

Follow these procedures for each missing item:

- (a) Appoint someone (typically the property manager) to investigate the case and present the facts.
- (b) Obtain the full identification of the item and the last recorded location.
- (c) Re-check the last recorded location again and then expand to adjacent locations to include interviews with individuals assigned to those areas.
- (d) Conduct a search of surplus property disposal records through Inventory Control and departmental records.
- (e) Establish if the property could have been temporarily loaned to another department and search that location.

- (f) Search all areas occupied by the department.
- (g) Notify the UCA Police Department immediately if a theft is suspected at any time during the investigation.
- (h) Present a report to the applicable Vice President at the conclusion of the investigation process. Outline the circumstances of the case and include recommendations for improvements in inventory control. The Vice President will make a report the UCA Police Department and provide the case report and documentation to Inventory Control to comply with state disposal guidelines.
- (i) Complete a Stolen or Missing Equipment form and scan to Inventory Control at Inventory@uca.edu.

Departments that show a history of missing items may be required to do a semi-annual inventory until control problems are corrected. The Vice President may enforce other sanctions such as: budget reductions, loss of approval to purchase equipment, and/or personnel actions to enforce inventory control.

Annual Physical Inventory

The Fixed Asset Annual Property Report is sent to each department once during the fiscal year to verify that capital equipment (\$5,000 and above) and low value equipment (\$500 - \$4,999.99) exists, is located in the department, and that the equipment is properly recorded in the property management system. Property managers must check the inventory/property report as follows:

- (a) Match the property tag number on the report with the property tag number on each item of equipment. NOTE: If a tag number is discovered missing from an item of equipment, the item will need to be retagged. Please note, “retag” beside the property tag number on the report.
- (b) Check location of item – Building and Room – and make any necessary changes. NOTE: Any “0000” or blank locations need to be completed with correct location.
- (c) Make sure the description of an item adequately describes that equipment. If you would like to change the working of a description or add additional information to help you locate an item more quickly, write the change on the report.
- (d) Make sure that the manufacturer listed is the brand name, NOT the vendor name. Manufacturer names apply to computers, printers, copiers, etc.
- (e) Check the serial numbers for accuracy on all items where applicable.
- (f) Verify the existence and the location of equipment with any “9XXXX’s” property tag numbers on your report. You may not physically see a property tag number on the item.

- (g) Scan a copy of the completed “Transfer of Equipment” and/or “Retirement of Surplus Equipment/CPU/Cell Phone” form(s) with the completed report if applicable to inventory@uca.edu .
- (h) Note any additional equipment in your area with no tag(s) costing \$5,000 or above. List the additional item(s) on the bottom of your report. Scan a copy of your in-house department spreadsheet with the inventory/property report to inventory@uca.edu.

The Department Head should sign in the inventory/property report and the original report should be returned to Inventory Control by the due date. The department must keep a copy of the report. Inventory Control will then make any necessary changes indicated by the department to the property management system.

Spot Checks

Two types of spot checks are done annually: one made by Inventory Control and another one performed by Arkansas Legislative Audit.

Inventory Control will spot-check ten percent of the equipment in each department or one hundred percent of the equipment in a particular room two or three times a year. If any items are found to be missing at that time, another ten percent will be spot-checked. If any items are not found, the department will be required to re-check its entire inventory. This is not a policing action by Inventory Control but rather a State-required procedure.

The Arkansas Legislative Auditors perform an annual random spot check on University property. Equipment in various departments will be checked.

Closing Remarks

The above procedures must be followed to ensure compliance with the State of Arkansas Inventory Regulations.

Please feel free to contact us with questions or concerns.

We appreciate your work to keep the inventory in good order.

Thank You!
UCA Office of Inventory Control

Contact Information:

Connie White, Inventory Control Coordinator, (Capital Assets)

McCastlain Hall 018

Phone: (501) 450-5028

Email: inventory@uca.edu

Email: cwhite12@uca.edu

Heather Chapman, Inventory Control Specialist, Non-Capital/Low Value

McCastlain Hall 035

Phone: (501) 852-0792

Email: inventory@uca.edu

Email: hchapman@uca.edu

Gary Broyles, Extra Help

M&R Warehouse

Email: gbroyles@uca.edu

Forms and General Information

To obtain copies of the forms, announcements, and other information, please visit our web site at uca.edu/inventory. Certain forms are only available as protected content within My UCA.

Log onto My UCA

Collections – Finance and Accounting

Inventory

Equipment Trade in – a form used to request that a piece of equipment be traded in for another one

Donation of Equipment – a form used to document equipment that is being donated by the University to another agency. (*Suspended as of January 09, 2018, may resume at a later date.*)

Transfer of Equipment – a form used to document equipment being moved and reassigned

Retirement of Surplus Equipment – A form used to document that equipment (desks, chairs, monitors, printers, keyboards, etc.) is being disposed of and deleted from the property management system

Retirement of Surplus CPU – a form used to document that CPUs (central processing units) are being disposed of and deleted from the property management system

Cell Phone Retirement Form – a form used to document that cell phones are being disposed of and deleted from the property management system

Off-Campus Equipment Request – a form used to document that equipment is being used off-campus by outside schools, clinicians, etc. for educationally related purposes and/or to document that departments have off-campus offices

Department Off-Campus Equipment Log – a form used to document that equipment assigned to faculty/staff (laptops, etc.) is being used off-campus for university-related purposes

Stolen or Missing Equipment – a form used to document that equipment has been stolen or is missing

Fixed Asset Annual Property Report – a form used to verify that capital equipment exists and is property recorded in the property management system

Equipment Log – a form used to track equipment that is checked out of each department

Inventory Control Form – a form used to simplify the inventory process when accounting for property within the department

UNIVERSITY OF CENTRAL ARKANSAS POLICE DEPARTMENT

Crime Prevention Fact Sheet

THEFT OF UNIVERSITY PROPERTY

Theft of unattended property is often a common crime experienced at colleges and universities. Property stolen can be almost anything from keys and office supplies to lab equipment and complete computer systems.

Thefts from campus offices and other academic areas frequently occur during normal business hours when access is often the easiest. Thefts also occur after hours when campus offices, laboratories, and secured areas can be broken into or entered without authorization.

It is important to make an official report immediately upon determining that property has been stolen from inventory. To assist in reporting, the following definitions are commonly used:

<i>Lost Property</i>	<i>Property which is discovered missing but there is no indication that the property has been unlawfully taken.</i>
<i>Theft</i>	<i>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. This is usually a crime of opportunity and does not require that the perpetrator initially intended to take the property or enter a building with the intent to take the property.</i>
<i>Burglary</i>	<i>The unlawful entry of a structure to commit a theft. The Use of force is not required for the commission of a burglary.</i>

Reporting Thefts

Report all stolen university property immediately to the University Police Department by dialing *UCAPD Communications Center at (501) 450-3111*. An officer will be dispatched to take an initial report. The report will then be forwarded to the UCA Police Department Criminal Investigations Division.

A copy of the police report will be forwarded to the Inventory Control Office for the records so the appropriate updates can be made to the reporting department's inventory record. If requested, a copy of the police report will also be forwarded to the reporting department.

If it is determined that property was stolen through theft or burglary, a description of the property will be entered into the National Crime Information Center (NCIC) computer via the University Police Department. However, property can be entered into NCIC only if it is reported as stolen (and not lost). It is important that a complete description of the property be provided at the time a report is taken. This includes item description, manufacturer, serial number, and university property (tag) number.

An effective investigation into a university property theft can only be conducted if a report is filed immediately upon discovering that the property is stolen. With this information, property can be entered into NCIC and it can be traced back to the University by any law enforcement officer in the country who either recovers or runs a routine check on it. In addition, property checks are made through the University Police Department's automated pawnshop ticket database. Rarely can an investigation be conducted, or property entered into NCIC, if a loss is reported in an untimely manner.

An investigation is seriously jeopardized if a report of theft is delayed. Remember, an investigation can be discontinued at any time that a reported theft is determined to be unfounded or an item has been found.

Security Survey

The University Police Department will conduct a security (or premises) survey of offices or departments as a proactive crime and loss prevention program, which can assist departmental staff in minimizing losses and potential thefts of opportunity. The objectives of a security survey are:

- ! To conduct an objective review of the physical structure of an office or department to determine the most effective methods of attaining a reasonable level of security for persons and property.
- ! To heighten the awareness of those in charge of an office or department of the potential for loss in the absence of a formal internal security policy and to identify areas of vulnerability.
- ! To provide an opportunity for the University Police Department to create partnerships with department heads and to serve as a resource to university staff in a proactive effort to provide a reasonable and effective level of campus safety and security.