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Departmental Property Manual

Edition 2

Departmental Property Manual

This short easy-to-read manual was developed for campus departments and Departmental Property Administrators, formerly known as Property Contact Persons. This employee carries out the duties associated with property responsibilities for the department. This manual should be used to assist anyone within the department with equipment and furniture concerns.

Please realize that this manual is not meant to be the final authority of property or equipment issues and that more up-to-date answers can be received by calling Property Services at 686-5931. Answers to other questions may be found in the **UAMS Administrative Guide, Policies and Procedures** located on the web.

This manual can be printed from the website and distributed to the appropriate personnel in your department. The information on this web site may be updated as necessary, please check back for updates.

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Property Services
4301 West Markham St, Mail Slot 759
Little Rock, AR 72205
Telephone 501-686-5931 ▪ Fax 501-686-6276

Departmental Property Administration

A Guide for Departmental Property Administrators and Department Heads

This guide deals with the issues involved in the day-to-day operational tasks that are required of a Departmental Property Administrator and the tasks associated with the annual physical property inventory. First some definitions:

Property: Department property includes any item that costs more than $2500 and has a useful life of more than two years. Property also includes any item deemed "Low value assets". All of these items must be either physically or virtually tagged. In this manual property and equipment are used interchangeably.

Departmental Property Administrator, (formerly the Property Contact Person): This employee carries out the duties associated with property responsibilities for the department.

Property Auditor: This is the Property Services personnel responsible for both the annual physical property inventory and the tagging of new property as it is acquired.

Responsibilities of the Department Property Administrator

The departmental property administrator (DPA) is our primary point of contact for your department on all capital equipment (additions and deletions) and the annual physical property inventory. The responsibilities of this position include:

- Maintain perpetual inventory records for your department
- Ensure employee awareness of correct property procedures
- Assist Property Services with annual physical inventories
- Correctly process the paperwork necessary to dispose of equipment

Day-to-day Operations

Keeping accurate inventory records will require activities outside of the annual physical property inventory. These duties usually involve filling out the appropriate property control forms, informing other departmental personnel of property procedures and verifying new inventory additions with the purchase orders for the department. In addition, the DPA is required to keep a copy of all of the pertinent property records and associated forms for five (5) years. The following are day to day activities that a DPA will be involved in. (Form and instruction can be found in section 4)

✤ Purchasing New Property

It is important that you ensure that your department purchasing offices notifies you when new property is expected to arrive on campus. When the purchase requisition is issued, Property Services will be alerted of the purchase and will need to coordinate tagging of the new property. At this time your department inventory records will be adjusted to reflect this new addition. Knowing of the new equipment and where it is located will make your job during the annual physical inventory process easier.

✤ Property Transfers between UAMS departments

Anytime a piece of equipment or an asset is changing department ownership documentation of this transfer is required. If IT is transferring items purchased to your department, they will send the receiving department approver an email containing all the required information to acknowledge. Property Services receives a copy of the email for their records.

All other transfers should be done using the Property Transfer from.   The department transferring the equipment is responsible for filling out a Property Transfer Form. Once the department that is receiving the equipment has completed and signed the form, the transferring department should provide a copy to both the department receiving the property and Property Services (Mail Slot 759)

✚ Property taken Off-Campus by an Employee

It is the responsibility of the DPA to keep the location of equipment accurate.   When someone needs to take a piece of property/equipment home or to another off-campus location, this activity should be documented using the **Property Located Off-Campus Form.**

✚ Property taken or sent Off-Campus for repairs

If you need to send a piece of equipment out for repair, you must first fill out an **Outgoing Shipment Form.** Have the carrier (UPS, Common Carrier, Vendor representative) sign this form.

If the vendor determines the equipment is not repairable, the vendor must return the equipment to UAMS. If this is a problem, call Property Services to request special arrangements.

If a repairman wants to remove parts from one piece of equipment to fix another piece of equipment (cannibalization) to update your inventory records, you must submit a completed **Release of Accountability Form** and receive approval from DF&A.

✚ Relocation of Equipment: On-campus

When department equipment is relocated due to a move, the DPA should contact Property Services after a move. Property Services will arrange for one of their staff to come out to the new location and scan the items to update the records. For more information about requesting assistance by the UAMS Move Team, see section 3.

✚ Report a piece of equipment as lost or stolen

To report a theft of UAMS property, first contact the UAMS police department at 686-7777. Make sure you request a copy of the police report. Attach it with the **Release of Accountability Form** and send them to Property Services to have the inventory records updated. If this form is not on record when the annual audit is completed, the inventory will be listed on the exception report and the DPA will then have to provide an explanation for the missing items.

✚ Disposal of Obsolete or unwanted items

Surplus property is by definition is equipment or furniture that is no longer needed by this institution. For many reasons, surplus property should be removed from the UAMS campus as soon as it is identified as such. One important reason for the immediate removal of surplus property involves a safety issue. Another important reason to immediately remove surplus equipment from UAMS involves compliance issues with Joint Commission rules and regulations. This section of the guide explains the processes involved in removing surplus property from the campus.

The Move Team is responsible for the removal of all surplus or unneeded equipment and furniture from the UAMS campus. State law requires UAMS to bring these items to a central warehouse in

Little Rock for disposition. Campus Operations employs a Maintenance Coordinator that directs a team of movers to pick-up surplus equipment that belongs to UAMS anywhere on campus or in the state.

To have surplus equipment or furniture removed from your department, a simple work order called a **UAMS Surplus Pick up Request** should be completed by the department. Upon submittal of this completed request, the move team will pick-up your surplus items normally within 14 days. Unless, the Move Team is backlogged during peak seasons / inclement weather / M&R (Marketing and Redistribution) the state's central warehouse is closed.

You can access the request form on the Campus Operations web site at http://uams.edu/campusop/depts/oss/forms/surplus.aspx. This service is **FREE** of charge.

After the item(s) is picked-up by the move team, a list of all of the tagged items removed per this request will be shared with Property Services so that your department inventory list can be updated.   It is **VERY IMPORTANT** to keep a copy of your Surplus Pick Up Request form as part of your inventory records.

The Maintenance Coordinator and his team of movers move surplus equipment to the state's central warehouse for surplus equipment. This facility is called M&R (Marketing and Redistribution). State law requires that ALL surplus equipment and furniture must be processed through this facility.

Frequently Asked Questions

1. How do I transfer equipment to another institution when a researcher is leaving UAMS?
   For this process approvals need to be obtained from the Department Head, the College Dean, Grants Accounting, and Property Services. A **Grant Asset Transfer Form** will need to be filled out. "ONLY ACTIVE" grant assets can transfer. Only equipment acquired through a grant can be transferred with a researcher. To transfer property to another state agency contact Property Services.

2. How can I donate an old piece of equipment to a local charity?
   You are not allowed to donate UAMS equipment to charity. Not even the Governor of the State may donate equipment that belongs to the state.

3. How do I trade-in equipment when purchasing a new item?
   You must follow the UAMS Procurement Services policies regarding trade-in equipment. The Procurement Services Department requests permission from the state for this transaction. After approval is given, you should complete an Outgoing Shipment Form when the equipment leaves UAMS.

4. Where do I get more information about my inventory or my duties as Department Property Administrator?
   Please call Property Services at 686-5931 for more information.

Section 2

Annual Physical Property Inventory

A Description of the Inventory Process

The physical property inventory is conducted annually beginning in July and is completed by November. During the month of November, Property Services mails each Department Head a letter asking for verification or nomination of a DPA for their department. This signals the beginning of the pre-inventory tasks. In June, Property Services sends an inventory schedule to each DPA on campus.

This schedule details when each building and floor will be scanned for property. The inventory is conducted on a room-to-room basis with the assistance of the DPA for the department located in the appropriate buildings.

A reminder is sent to the DPAs of each building two (2) weeks prior to the physical inventory for that building. This reminder is sent via E-mail. All assets **must be accessible** for scanning.

 E-mails are sent in July to remind the DPAs that all **Property Located Off Campus Forms** are due by September 1. In addition, letters detailing items that are not taggable are sent to the appropriate departments in July with a due date of September 1. July also starts the physical inventory process on campus. Property Investigators meet with DPAs and begin the room-to-room physical inventory scan.

 After the physical inventory is completed in November, exception reports are delivered to each department. The exception report lists all departmental equipment or property that was not located during the scanning process. At this point in the process, DPAs are asked to locate those missing items. Once those items are located, the DPAs should report their location or send the appropriate documentation detailing their disposition. This part of the process lasts from approximately January 5th to April 1.

 Department Property Administrators (DPAs) and Department Business Officers are reminded by E-mail that the date for reconciliation of the exception reports is April 1.

Section 3

Transfers or Purchase of Surplus Items

After items have been picked-up from a department, but before items are sent to M&R, they can be transferred from UAMS surplus to another department. Contact 258-2700 if you are looking for specific used items, or search the available property listings at
http://intranet.uams.edu/campusop/depts/oss/UAMS_Surplus.aspx

Items can be purchased from M&R by your department for department use or by the public. When items arrive at M&R they must be segregated and not offered to the public for 30 days. This period is set aside by state law to allow state agencies, local governments and school boards the opportunity to take advantage of the low prices set by M&R. If you have any questions concerning surplus property or the surplus process, please call the Campus Operations Call Center at 526-0000.

Moving Services
Moving Services is a sub department of Operational Support Services in Campus Operations. The Maintenance Coordinator employs a moving crew to move office furniture, office equipment, laboratory equipment, and patient care items to other locations on campus.

To access this service you fill out the UAMS Moving Request. The request form is available on the Campus Operations website http://uams.edu/campusop/depts/oss/forms/moving.aspx. After the request form is submitted, an onsite walk-thru might be required to do a needs assessment to determine if the scope of work is beyond the resources of the UAMS Move Team. If the scope is beyond their capacity, an outside moving company would be recommended. The arrangements and associated expenses for the use of an outside moving company will be the responsibility of the requesting department.

The UAMS Move Team normally schedules moves during regular business hours. If weekend or after-hour moves are required, an overtime charges would apply.

The Move team will make every effort to accommodate your requested move schedule. To best manage all of the requests, they ask that you submit your request at least 14 days in advance of your preferred move date.

Remember the Department Property Administrator should always contact Property Services after the move is completed so that the location of the inventory can be update on the Master Inventory List.

Moving Services also rents storage boxes to assist in moves. The boxes rent for $3 each and your department is refunded $2 for any returned boxes.

Please call the Campus Operations Call Center at 526-0000 to request any special services needed and to discuss your move needs.

Section **4**

Forms and Instructions

Copies of these forms can also be found on the Supply Chains website. Supply Chain – Forms and Manuals.

PROPERTY LOCATED OFF-CAMPUS FORM

UNIVERSITY   OF   ARKANSAS   FOR   MEDICAL   SCIENCES

PROPERTY   LOCATED   OFF – CAMPUS

The following is a list of UAMS property that is assigned to this department, but is located off – campus.

UAMS Tag No.	Description/Serial Number	Location	Name of Person Responsible (Printed or Typed)	Signature of Person Responsible

This certifies that the above UAMS Property is located at the above off – campus locations and is being utilized for UAMS business only.

| Department Name | Cost Center | Department Property Administrator | Date |

Retain a copy. Send Original to Property Services, Mail Slot 759

Step by Step Instructions:

1. **Property Tag No.**: Enter the property tag number of each piece of UAMS property located off campus.
2. **Description/Serial Number:** Enter a description and the serial number all UAMS property located off campus.
3. **Location:** Identify the location of each piece of UAMS property located off campus, i.e. list the complete address where the property is located.
4. **Print Name of Person Responsible**: The Department Property Administrator. Either print or type the name of the person responsible for the property located off campus.
5. **Signature of Person Responsible**: The signature of the person responsible for the UAMS property located off campus.
6. **Department Name:** Enter the name of the department of the person responsible for the UAMS property located off campus.
7. **Dept. No.:** Enter the department number of the responsible department.
8. **Cost Center:** Enter the cost center that the property currently is assigned to.
9. **Department Property Administrator Signature**: The signature of the Department Property Administrator.
10. **Date:** Enter the date the form is completed.

Forward the completed form to Property Services, # 759.

RELEASE OF PROPERTY ACCOUNTABILITY FORM

UAMS UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES	Release of Property Accountability Form

Dept. Property Admin [ ]   Date [ ]

Cost Center [ ]

Dept. Name [ ]

The above Dept Property Administrator (DPA) requests relief from accountability for property described below. The DPA is required to receive Environmental Health & Safety certifications when items are contaminated or pose health hazards, and certify their safety prior to removal.

Item No.	Property Tag No.	Description	Item Cost	Disposition Number

Disposition.
1. Unlocated – Issuer must attach a copy of letter to UAMS Police.
2. Stolen   Issuer must attach a copy of UAMS Police Report.
3. Damaged or destroyed – Advise details by attachment.
4. Red tagged by Environmental Health & Safety.
5. Replaced by other equipment – Was item traded in: ☐ Yes ☐ No
6. Department requests cannibalization authorization.
7. Usable, but unneeded by department.
8. Specify other [ ] _____

I hereby certify that the above is a true and complete statement of reasons for the above request.

DPA Signature _____

U.A.M.S. Approval _____

Send Original to the Property Services Department.

KEEP A COPY FOR YOUR RECORDS

Step by Step Instructions:
1. **Department Property Administrator**: Enter the Department Property Administrator.
2. **Cost Center:** Enter the cost center that the property currently is assigned to.
3. **Dept. Name:** Enter the full name of the department requesting relief from accountability for the property described on this form.
4. **Date:** Enter the date on which this form is initiated by the requesting department.
5. **Item No.:** Enter the sequential number for each item to be released from inventory accountability (if five (5) items are identified, number each item 1-5).
6. **Property Tag No.:** Enter the property tag number, which was assigned to each lost, stolen or destroyed item.
7. **Description**: Enter a brief description of the lost, stolen or destroyed property.
8. **Item Cost:** Enter the cost of each item as identified on the Inventory records.
9. **Disposition Number:** Indicate the disposition of each item being requested for release from accountability by checking the most appropriate of the eight (8) possible dispositions listed at the bottom of this form.

    Forward the completed form to Property Services, mail # 759.

Note: The requesting department should not write in or sign the "U.A.M.S. Approval" line. The Property Services Department will provide an institutional approval signature on this line

TRANSFER OF PROPERTY FORM

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
REPORT OF TRANSFER OF PROPERTY
(To be used in ALL cases of Transfer Between Dept. Property Administrators)

From: To:
Department _____   Department _____

Bldg/Room _____   Bldg/Room _____

Cost Center _____   Cost Center _____

Property Tag No.	Description	Serial No.	Date Acquired	Cost from Inventory Records

TRANSFERRING DEPARTMENT: RECEIVING DEPARTMENT:

_____   _____
Signature of Dept. Property Admin.   Signature of Dept. Property Admin.

_____   _____
Typed (Printed) Name/Title   Typed (Printed) Name/Title

_____   _____
Dean, Director, Dept. Head   Dean, Director, Dept. Head

_____   _____
Date   Date

FORWARD THE ORIGINAL AND A COPY TO THE RECEIVING DEPARTMENT. FORWARD A COPY TO PROPERTY MANAGEMENT. RETAIN A COPY FOR YOUR RECORDS. THE RECEIVING DEPARTMENT WILL ACKNOWLEDGE RECEIPT AND FORWARD ORIGINAL TO PROPERTY MANAGEMENT, M/S 759 OR FAX TO (501) 686-6276.

Step by Step Instructions:
1. **From Department**: Enter the name of the transferring department.
2. **Bldg/Room:** Enter the location of the transferring department.
3. **Cost Center:** Enter the Cost Center number of the transferring department.
4. **To Department:** Enter the name of the receiving department.
5. **Bldg/Room:** Enter the location of the receiving department.
6. **Cost Center:** Enter the Cost Center number of the transferring department.
7. **Property Tag No:** Enter all property tag numbers of the transferred property.
8. **Description:** Enter a description of the transferred property.
9. **Serial No.:** Enter the serial number of the transferred property, if applicable.
10. **Date Acquired:** Enter the date which the transferred property was acquired by the transferring department.
11. **Cost From Inventory Records:** Enter transfer property cost obtained from the inventory records.

TRANSFERRING DEPARTMENT:
a. **Signature of Dept Property Admin:** The signature of the transferring department's Department Property Administrator.
b. **Typed (Printed) Name/Title:** The. Enter the name and title of the transferring department's Department Property Administrator.
c. **Dean, Director, Department Head:** Enter the name of the Dean, Director, or Dept. Head of the transferring department.
d. **Date:** Enter the date the transfer department processes the form.

RECEIVING DEPARTMENT:
a. **Signature of Dept Property Admin**: The signature of the receiving department's Department Property Administrator.
b. **Typed (Printed) Name/Title:** Enter the name or title of the receiving department's Department Property Administrator.
c. **Dean, Director, Department Head:** Enter the name of the Dean, Director, or Dept. Head of the receiving department.
d. **Date:** Enter the date the receiving department processes the form.

Forward the completed form to Property Services, # 759.