

1. Asset Management

A. Safeguarding Attractive and Sensitive Property

Added 10/31/2011

Attractive/sensitive assets are tangible personal property that cost less than \$5,000 and can be characterized as "walk away" items. These items are prone to theft because they are either not secured, are easily portable, contain new technology and/or they are adaptable for personal use.

Examples of attractive/sensitive items include:

Audiovisual equipment

Televisions

Projectors

Communication Equipment

Cellular Phones

Data Processing Equipment

Laptops

Computer peripherals

Scanners

Cameras

Digital Cameras

Lab equipment

Responsibilities - It is the Custodian's responsibility to safeguard attractive and sensitive property owned by their departments. This includes:

Locking equipment in secured locations.

Performing adequate maintenance and upkeep of equipment.

Training staff on procedures for properly handling equipment (i.e. moving, transferring and cannibalizing equipment).

Locking doors when rooms are not in use.

Not letting equipment sit idle for extended periods of time.

Storing equipment in environmentally suitable locations to prevent corrosion, contamination and damage of sensitive parts.

Taking Attractive items off-campus require the same safeguards to protect it as an asset costing over \$5,000.00, *the exception being the owning department would maintain the Off Campus form.*

Performing periodic physical inventories.

Departments are strongly encouraged to perform a risk assessment (both financial and operational) on their assets to identify those assets that are particularly at risk or vulnerable to loss. Departments should also conduct a cost/benefit assessment before developing any internal policies for managing these assets.

Records of attractive assets are not included in the University's financial reporting system. *A list of items removed from inventory tracking because of the threshold increase to \$5000 can be found on the Finance and Accounting Home page under Announcements & Events, titled, ' Assets less than 5K Write Off as of June 30, 2011'. Any assets purchased after that date will not be found on this list, but should be tracked by the owning department.*

Recommended information that may be maintained on such items includes the following:

Serial Number of Equipment and/or a Unique Tag Number if Serial number is not available*

Date equipment was purchased

Description of the equipment

Current location of equipment

Person responsible for usage of the equipment

** A unique silver tag may be obtained for the item by initiating a request to Property Inventory & Control that would identify the asset as 'Property of University of Central Florida'. Tags must be placed on the equipment by the department.*

When departments need to dispose of attractive assets, Asset Management policy for Reducing, Re-using and/or Recycling Electronic Equipment must be followed.

Lost/Stolen Attractive/Sensitive Property - Whenever it has been discovered that attractive/sensitive property have been stolen, University Police must be notified immediately.
