

FAM231

PROPERTY CUSTODIAN WORKSHOP



November 18, 2016

AGENDA



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TAGGING PROCESS

TAGGING PROCESS



- Property Office tags all assets acquired by university within 20 days of receipt
- Assets with acquisition cost of \$5,000 or more
- Software with acquisition cost of \$4 million or more
- Assets tagged with pre-numbered decal assigned by department's property clerk
- Prefix on decal identifies asset type
 - CF – Regular UCF-Owned Assets
 - US – Federal Assets
 - CG – Contracts and Grants
 - LE – Leased Assets
 - UL – Assets Loaned from Federal Government
 - CL – Assets Loaned from Private Grantors

TAGGING PROCESS



- Assets That Cannot Be Marked
 - No tag affixed to delicate, too small, or item subject to elements
 - Decal affixed to 3x5-inch card includes details to locate and identify asset
 - Picture of asset and copy of 3x5-inch card added to Asset Management

- Late Fee
 - Fee of \$50 per month assessed to departments that don't tag property within 20 business days of receiving it

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ACCEPTING DONATED ASSETS

ACCEPTING DONATED ASSETS



- Notify UCF Foundation if department accepts donated property
- UCF Foundation notifies Property department of donation
- Asset will be tagged and added to Asset Management system

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ANNUAL INVENTORY

ANNUAL INVENTORY



- Beginning each July, the Property Department uses optical scanning equipment to inventory university assets. Process continues by appointment with PCTs until all property scanned.

- Departmental Responsibilities
 - PCT accompanies property manager during inventory.
 - PCT locates assets prior to inventory appointment.
 - Make all university-owned property available for scanning at designated times.

ANNUAL INVENTORY



- ❑ PCT must locate items not found during first inventory appointment ASAP
- ❑ Departments are responsible for any items not located and are required to complete appropriate forms for items not found during inventory
- ❑ Assets that are not scanned and do not have appropriate paperwork submitted will be sent to department RFO and DDC
- ❑ Federally Owned Assets
 - Separate list of federally owned assets sent to PCTs.
 - Federally owned assets that cannot be located and are determined to be lost/stolen require federal government to be notified immediately.
 - ORC completes “Request for Relief of Responsibility for Property Lost or Stolen” form. It must be submitted to appropriate federal agency. Disposition instructions will be requested.

ANNUAL INVENTORY



- 3 x 5 cards

When scanning assets whose decal is attached to 3x5-inch card, PCT presents property manager with tagged card and physically shows asset associated with card.

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PROPERTY TRANSFERS

PROPERTY TRANSFERS



- To transfer property between departments, complete transfer request in PeopleSoft
 - Creating an Asset Transfer Request
- To transfer assets between ORC projects or between an ORC project and a department
 - ORC emails Property Department
 - PCT replies with asset's new location
- Initiate asset transfer between non-ORC projects or between non-ORC project and department via form 41-811, "Non-ORC Request for Transfer and Receipt of State Owned Property"

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LOST PROPERTY

LOST PROPERTY



Property known to be lost or not located after inventory completed

- Departments complete the lost report via PeopleSoft
 - Creating a Request to Declare an Asset Lost
- Projects complete form 41-812A “Lost/Stolen Property Report for Projects”
- PCT completes form for assets not located in inventory by fiscal-year end
 - Property Department submits a list to president’s office for write-off approval if asset not found within two fiscal years
 - Lost assets less than 10 years old assessed lost fee equal to 10% of asset’s acquisition cost

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STOLEN PROPERTY

STOLEN PROPERTY



■ Departments

- If property is known to be stolen, complete form 41-973 “Report for Stolen State-owned Property for Departments” and submit to Property Office
- Copy of police report required

■ Projects

- Complete form 41-812A “Lost/Stolen State-owned Property Report for Projects”
- Copy of police report required

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OFF-CAMPUS PROPERTY

OFF-CAMPUS PROPERTY



- PCTs submit form 41-814 “Authorization for Off-campus Use of State-owned Property” prior to removing asset from campus
- Property managers send emails to PCTs requesting recertification of off-campus property at beginning of each fiscal year
- Off-campus property must be recertified by Sept. 30
- If forms cannot be processed by Sept. 30, PCT contacts property manager or property accountant for inventory with reason and anticipated completion date

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PROPERTY DISPOSALS

PROPERTY DISPOSALS



- Enter property disposals into UCF Surplus Property Program
- Campus community may adopt items placed on disposal list during first 10 business days after initial entry
- Property Department notified when Surplus team picks up item
- Assets transferred to Surplus department

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PROPERTY FORMS

PROPERTY FORMS



Property forms available at www.fa.ucf.edu > Forms > Property

- Off-campus form
- Lost/stolen for project form
- “Request for Relief of Responsibility for Property Traded or Cannibalized”
- Report for stolen property
- Non-ORC project transfer request

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HELPFUL NAVIGATION TIPS

HELPFUL NAVIGATION TIPS



- Determining an Asset's Location, Making an Offsite Inquiry, and Reviewing an Asset's Cost History
- Running inventory reports
 - FXAM_PCT_MYASSETS
 - FXAM_LISTOFASSETS_BY_DEPT_PROJ
 - FXAM_NOT_SCANNED_BY_DEPT_PROJ
 - FXAM_OFFCAMPUS_BY_DEPT_PROJ