

## Announcement of Internal Control and Process Changes for Property

Additional internal control and process changes are being implemented 6/1/2009 and 7/1/2009 to improve UCF's fiscal control of Property Inventory. These process changes will provide a more comprehensive control environment for the university.

The information outlined below can also be found on F&A's website at <http://www.fa.ucf.edu>.

### Internal Control and Process Changes for Lost and Stolen Property

1. The Property Office will continuously and aggressively scrutinize and report to University Police lost or missing property of high dollar value, desirable nature, or recent acquisition. Approvers must closely monitor and scrutinize the purchases of desirable items (digital cameras, laptops, accessories) by questioning if the item is needed.

**The Property Office will implement this change by 6/1/2009. As of that date, F&A will not categorize assets as stolen without a police report.**

2. F&A will charge departments a fee for property classified as lost or missing, increasing departmental accountability of property. To facilitate this process, F&A will establish separate designations for lost/missing or stolen assets in the asset management system.

**F&A will implement asset management system changes by 7/1/2009 to create a stolen category and a lost/missing category. Beginning in the 2009-2010 fiscal year, F&A will assess fees for lost/missing property at the time the lost/missing items are written off. Items are written off once they have been on the lost/missing list for two years. If the item is found after it is written off, the fee will only be refunded if approved by the provost or appropriate vice president. The fee will be 5% of the original cost of the item.**

3. F&A will charge departments a fee for property not tagged within twenty business days of purchase. Timely tagging of property reduces the risk of theft.

**F&A will change UCF Financials to accept a receiving date in asset management by 7/1/2009. Beginning July 2009, the Property Office will review the untagged property list monthly and any item over 20 business days old will be charged a \$50 fee. This fee will be charged each month that the item remains untagged.**

4. Departments will have until March 2010 to locate items lost or missing before fees will be assessed.

- **Items reported lost or missing 6/30/06 or before: no fee**
- **Items reported lost or missing 7/1/06 – 6/30/07: 5% of the original cost – fees to be assessed March 2010.**
- **Items reported lost or missing 7/1/07 – 6/30/08: 5% of the original cost – fees to be assessed March 2011.**
- **Items reported lost or missing 7/1/08 – 6/30/09: 5% of the original cost – fees to be assessed March 2012.**

5. Departments will hold employees responsible for property items taken off-campus. F&A will classify items without an updated off-campus form as missing and will assess a fee.