

SUNY Maritime College Property Control Procedures

SUNY Property Control System

The SUNY Property Control System (PCS), is a computerized inventory system administered by SUNY System Administration which is used SUNY-wide for the purpose of recording and keeping track of property and equipment purchased and/or possessed by the State, the SUNY Research Foundation (SURF), Auxiliary Service Corporations (ASC) and other SUNY affiliates.

State Assets

All State-owned equipment with a unit original cost of \$1,500 and over and a life expectancy of two years or more are required to be recorded in the PCS.

State assets include equipment acquired from:

- All State fund sources. For example, Operating, Capital Dormitory Authority, and Income Fund Reimbursables.
- State-owned assets used by the Auxiliary Service Corporation.
- Gifts to the State (campus) subject to gift acceptance procedures.

It also includes:

- Equipment located on campus or at off campus sites.
- Equipment on loan to or from another institution.
- Fabricated equipment.
- Equipment received from surplus.
- Artwork/antiques.

SURF, ASC and Other Assets

The campus will also record equipment acquired with SURF, ASC and other Campus affiliate funds with a unit original cost of \$1,500 and over and a life expectancy of one year or more in the SUNY PCS.

Exclusions From PCS

The following items are not required to be recorded in the SUNY PCS:

- Personal property;
- Supplies;
- Library books and livestock;
- Land, buildings, site improvements;
- Built-in equipment.

Maritime College Inventory Records

In addition to the SUNY PCS, Maritime College keeps a record of all equipment purchased that costs \$500 or more and less than \$1,500. Equipment items costing less than \$500 may also be recorded in the Maritime Inventory Record, at the discretion of the Property Control Manager. These other discretionary items may include equipment such as computer equipment, printers, copiers, fax machines, air conditioners, cameras, video projectors, etc.

The Maritime Inventory Record should indicate the Maritime asset (tag) number, the item description (manufacturer and type of item), the location (building and room number), the model number, the manufacturer's serial number, the cost, the date purchased, and the relevant purchase order number. In those cases where equipment is assigned to individual employees (such as laptop computers), the employee name should also be indicated.

Department Head/ Unit Supervisor

Each Department Head and/or Unit Supervisor is responsible for keeping track of the equipment assigned to their department/unit. They should maintain a list of all tagged equipment items under their control. They are also responsible for ensuring the Property Control Manager is notified when new equipment is obtained, when equipment is to be moved to another location, and when equipment is to be disposed of.

For all purchased items with a unit price of \$500 or more, the box on the Purchase Requisition marked "Requires Decal?" must be checked "Yes". This will alert the Purchasing Manager that there are items required to be recorded in inventory.

The University Police and the Property Control Manager are to be notified immediately as soon as equipment items are identified as being lost or stolen.

Department Heads/Unit Supervisors who purchase items with the SUNY Purchasing Card must notify the Property Control Manager when they order and receive equipment items that are required to be recorded in inventory.

Department Heads/Unit Supervisors should also provide assistance during the annual inventory to help the Property Control Manager and his/her assistants locate equipment items.

Each employee in each Department/Unit is responsible for taking precautions to prevent the loss or theft of State property. Valuable equipment should not be left unattended. Office or classroom doors should be locked when no one is present.

Purchasing Dept.

The Purchasing Manager is responsible for notifying the Property Control Manager when equipment items required to be recorded in the SUNY PCS and the Maritime Inventory Record are ordered. The Purchasing Manager should give a copies of the relevant Purchase Orders to the Property Control Manager and the Warehouse/Receiving Dept.

Warehouse/Receiving Dept.

The Warehouse/Receiving Dept. employees are to notify the Property Control Manager of the receipt of any equipment required to be recorded in inventory. The Warehouse/Receiving Dept. is responsible for tagging purchased equipment items, either with the SUNY PCS tag or the Maritime Inventory Control tag. For equipment items costing \$1,500 or more, the Warehouse/Receiving Dept will also complete the SUNY PCS Transaction Update Form P-101 with the information on the purchased equipment that will be input into the PCS. The completed P-101 form along with a copy of a receiving report or the packing slip will be turned over to the Property Control Manager. For items under \$1,500, the Warehouse/Receiving Dept. employees will provide information on the item purchased and the inventory identification number assigned to the Property Control Manager.

The Warehouse/Receiving Dept. should keep a record of all Purchase Orders received from the Purchasing Dept. They should also have a list of all employees who have the SUNY Purchasing Card. Only packages for which there is a purchase order or were ordered by employees with the SUNY Purchasing Card should be accepted. Equipment items purchased without an approved Purchase Order are to be returned to the vendor (the only exception being items purchased with the SUNY Purchasing Card).

Accounts Payable Dept.

The Accounts Payable Dept. staff should give the Property Control Manager a copy of the vendor invoice for purchased items to be recorded in inventory. In most cases the vendor invoice indicates the manufacturer's serial number of the equipment items purchased.

In their review of the reconciled SUNY Purchasing Card statements and supporting documentation, Accounts Payable staff should be alert to note any purchased items which are required to be recorded in inventory. They should ensure that the Property Control Manager has been notified of these purchased items.

Property Control Manager

The Property Control Manager is responsible for recording the equipment items into either the SUNY PCS or the Maritime Inventory Record. The Property Control Manager will keep a file of a copy of all Purchase Orders received from the Purchasing Dept. When the purchased equipment is tagged and recorded on the inventory record, the copy of the related Purchase Order will then be filed with the documentation for the inventory entries (P-101 form, etc.).

The Property Control Manager is also responsible for performing, supervising and coordinating the annual inventory count. He/she is responsible for preparing a report of the results of the annual inventory count, indicating the total number and dollar value of items looked for, the total number and dollar value of items found, the total number and dollar value of items not found, and the total number and dollar value of items found that had not been previously recorded in inventory. If items were found in locations other than what was recorded in the inventory records, the Property Control Manager is responsible for updating the inventory record.

Information Technology

The Information Technology (IT) Department should maintain a record of all computer equipment assigned to individual employees. The employee should sign a statement acknowledging all equipment issued to them. The statement should list a description of all the equipment, with the relevant SUNY tag number, Maritime tag number and/or manufacturer serial number. At least annually, the IT Dept. should have each employee verify that they still have the equipment in their possession by reporting the relevant equipment identification numbers.

Human Resources Dept.

When holding exit interviews for employees who are leaving the College, the Human Resources Dept. should check with the Property Control Manager and the IT Dept. to ensure that the employee has returned any State property issued to them.

Human Resources should also immediately notify the Property Control Manager when a Department Head/Unit Supervisor's employment at the College is to end. The Property Control Manager must then promptly perform an inventory of the equipment under the control of the Department Head/Unit Supervisor.

University Police

The University Police should give the Property Control Manager a copy of any reports of missing or stolen State property. Similarly, the Property Control Manager should give the University Police a listing of items not found during the annual inventory.

Director of Business Affairs

At least annually, the Director of Business Affairs will obtain from OSC a listing of payments to vendors during the year. He will analyze the list to identify payments that potentially were for equipment items that are required to be recorded in inventory. He will match the purchase order numbers to those of the items recorded on the inventory lists. For those purchases where the purchase order numbers could not be matched, he will review the payment supporting documentation to identify any valuable items purchased that should be recorded in inventory. He will provide the list to the Property Control Manager so that the equipment items can be tagged and recorded in the appropriate inventory list. The Director of Business Affairs will also periodically review the Property Control Manager's file of open Purchase Orders to ensure equipment is tagged and recorded timely.

Annual Inventory

At least annually, an annual inventory count/reconciliation should be performed. The employees performing the inventory count should look for inventory items using lists sorted by location. However, at each location (office), the employee performing the inventory should record all equipment items in the room, whether tagged or not, that appear to be of sufficient value. For equipment items that do not have a SUNY or Maritime College inventory tag, it is important to note the type, make, model number and manufacturer's serial number of the item. (This will make it easier for the Property Control Manager when he attempts to determine the value of the item and when it was purchased.) For equipment items that are tagged, it is important that the manufacturer's serial number also be verified. In cases where it appears that the item type and tag number match, but the manufacturer's serial number does not, the Property Control Manager must update (correct) the relevant inventory record.

Once the initial inventory count is completed, the surplus equipment found at some locations can be reconciled to equipment missing from other locations. For all cases where it is found that the location of the inventory has changed, the Property Control Manager must complete the SUNY PCS Transaction Update Form P-101 or update the Maritime Inventory Record. For valuable equipment found that was not tagged, the Property Control Manager must apply the appropriate inventory tag and complete the SUNY PCS P-101 Form or add the item to the Maritime Inventory Record.

The Property Control Manager should also make a complete list of all equipment items that were not found and may have been lost or stolen. A copy of this list should be given to University Police. The record of lost or unaccounted for items should be submitted by the Property Control Manager to the Chief Financial Officer for approval to remove the items from the equipment records. Those items which are authorized by the Chief Financial Officer to be removed from the inventory records should be deleted by the Property Control Manager.

A final report of each annual inventory should be prepared indicating the results of the inventory.

Reports of Lost, Missing or Stolen Property

According to New York State Accounting System User Procedures Manual Volume XI Section 3.0400, equipment that is lost or stolen should be written off and items in excess of \$250 reported to OSC. The circumstances concerning the loss or theft, and the measures taken to recover the missing equipment, should be documented and retained for audit purposes.

Further, according to New York State Accounting System User Procedures Manual Volume XI Section 7.0200, theft or loss of supplies, equipment or other physical assets in excess of \$1,000 per occurrence, must be reported to the Office of the State Comptroller as soon as they are identified. A detailed explanation of the incident must be sent to:

Office of the State Comptroller
Deputy Comptroller
Division of Management Audit and State Financial Services
110 State St – 11th Floor
Albany, NY 12236

Transfer of Equipment Between Departments

When one department has possession of property that it wants to transfer to another department, the department head must notify the Property Control Manager and complete an Equipment Transfer Form. The Property Control Manager will then adjust the inventory records accordingly.

Disposal of Equipment

When a department has equipment it wants to dispose of, the department head must notify the Property Control Manager. The condition of the equipment (excellent, good, poor or scrap) must be indicated. The Property Control Manager will then contact SUNY System Administration and provide all information concerning the equipment to be disposed of. Ultimately, all usable State property is transferred to the New York State Office of General Services for disposal.

Off-Campus Use of Property

According to New York State Accounting System User Procedures Manual Volume XI Section 3.0400, no item of equipment should be permitted to leave the premises without a pass signed by the proper authority. State property can only be taken off-campus for business related purposes and can only be done with advance authorization. The employee must submit a request indicating what the equipment is, where the

equipment will be taken, and the business purpose for taking the equipment off-campus. This request must be approved by the Department Head/Unit Supervisor. Once approved, a copy of the approved request will be given to the Property Control Manager.