INVENTORY CONTROL

POLICIES AND PROCEDURES

PROPERTY CONTROL SYSTEM
Departmental Issue

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INTRODUCTION

EQUIPMENT INVENTORY CONTROL
PROPERTY CONTROL SYSTEM (PCS)

The State of New York requires all state agencies to maintain a Property Control System. When properly maintained, this system should show the net worth of all inventoried equipment at each agency.

Central Administration developed the Property Control System to provide uniformity in property accountability throughout the SUNY system. Policy and procedural guidelines for maintenance of the Property Control System are the responsibility of SUCF/SUNY (State University Construction Fund/State University of New York) Central Administration. Central Administration will update PCS’ guidelines to meet the regulations of the Department of Audit and Control and advance the needs of SUNY fiscal budgeting programs.

SUNY Central has designed the Property Control System to satisfy immediate Audit and Control requirements and provide information to support SUNY near-term and long-range fiscal budgeting. We can only achieve benefits from the Property Control System through proper and timely maintenance and perpetuation of campus inventory records.

Each agency is accountable to Central Administration for maintaining the Property Control System at the campus level and accomplishing all necessary procedures to perpetuate the system.

The Purchasing Department for Oswego State University of New York has been designated as the office responsible for maintaining and perpetuating the equipment inventory records. The specific person designated this task is the Inventory Control Coordinator.

We have requested that each department appoint a Departmental Coordinator. The function of the Departmental Coordinator is to assist with the annual inventory, circulation of information within the department, disposition and acquisition of surplus equipment.

This manual has been prepared to assist departmental personnel in the understanding of State’s Rules and Regulations regarding the annual inventory, the maintaining, and the disposal or campus owned equipment. Inventory Control maintains a detailed manual of policies and procedures. Anyone needing additional information may contact the Inventory Control Coordinator.

Not only the record keeping of equipment is important. Safeguarding of State-owned equipment should be a priority of every individual on campus.

Each Departmental Coordinator will have a copy of this manual and two printouts of the department inventory. One printout will be in asset number order; the other will be in building/room/asset number order. We will provide a limited supply of all forms needed as well.

If you have any questions or problems concerning equipment inventory regulations, contact the Campus Inventory Control Coordinator located in room 402A Culkin Hall or e-mail to inventory@oswego.edu or phone at extension #2228.
SYSTEM BENEFITS

SUNY Central has designed the Property Control System to provide an accurate inventory of SUNY owned equipment and uniform operating procedures. They have also designed it to furnish information for effective analysis and control of capital expenditures.

The use and perpetuation of this system will provide SUNY and the campuses with the following benefits:

1. Property control and accountability to meet requirements of Audit and Control.
2. Improve equipment usage through control and identification of property that is surplus or underutilized.
3. Database for physical and fiscal requirements.
4. Asset accountability for increased security against pilferage of vulnerable equipment.
5. Basis for projecting and budgeting future capital replacement and addition needs to meet academic standards and objectives of SUNY.

EQUIPMENT

DEFINITION: SUNY Central defines equipment as any non-consumable item having a useful life of two or more years.

SUNY/SUCF REQUIRED EQUIPMENT INVENTORY LEVELS: The property control recording level is set at $5,000.00. The Research Foundation funded equipment is set at $5000.00.

The OSWEGO STATE CAMPUS EQUIPMENT RECORDING LEVELS: The property control level is set at $1500.00 with the exceptions to include certain classifications of computer equipment that we maintain at a lower level of $500.00. The Research Foundation funded equipment recording level is set at $1500.00 with the exception for computer equipment being maintained at $500.00.

Equipment not maintained on the State Property Control System is subject to the same policies and procedures, i.e., transfer to surplus and disposal, as equipment maintained on the State Property Control System. A departmental inventory of equipment below the level set by SUNY/SUCF should be maintained. Refer to the section on Responsibilities – Academic and Administrative Departments.

Equipment, no matter what condition (non-working, cannibalized, obsolete, etc.), cannot just be disposed. No matter what condition equipment is in, it must be cleared through the Inventory Control Coordinator and officially retired from the Property Control System. The Inventory Control Coordinator will put surplus equipment into the surplus storage area for redistribution and/or disposal according to PCS rules and regulations.
RESPONSIBILITIES

EQUIPMENT INVENTORY CONTROL COORDINATOR

Oswego State University of New York is accountable to Central Administration for maintaining the campus Property Control System (PCS) and accomplishing all necessary procedures to perpetuate the system.

It is the primary responsibility of the Inventory Control Coordinator to:

1. Educate the campus departmental personnel in the inventory control requirements of the Property Control System.
2. Enforce procedures within this agency that will provide for required equipment control and reporting.
3. Transmit all PCS transaction information to Central Administration.
4. Supervise and conduct annual inventory of equipment as required by Audit and Control.
5. Establish record and reporting procedures that will serve to maintain the campus PCS.
6. Maintain a liaison with campus departments to assure compliance with all Property Control System requirements.

ACADEMIC AND ADMINISTRATIVE DEPARTMENTS

Perpetual updating of equipment records lies with the Inventory Control Coordinator, but this cannot be done without the assistance of the individual department members. It is the department’s responsibility to:

1. Notify the Inventory Control Coordinator of equipment changes within their department. This would include changes such as location, condition and usage.
2. It is the department’s responsibility to ensure that any equipment donated or otherwise obtained be added to the departmental inventory records.
3. It is the responsibility of the individual departments to assist the Inventory Control Coordinator in conducting an annual equipment inventory audit.
4. It is the department’s responsibility to notify Inventory Control of equipment that may be surplus to the department’s needs.
5. It is the responsibility of each department to maintain a record of equipment that falls below the inventory level. This would include information such as date and amount of purchase, manufacturer, model and serial numbers.
NON-UTILIZED EQUIPMENT

STORAGE/SURPLUS

The campus has provided an area for the storage of items that are surplus to the needs of individual departments. These stored items are available to any other department that may wish to put the item to college related use.

If an individual/department has any item(s) that is no longer functional to their environment, they must make a request to the Office of Inventory Control to have the item(s) moved into the surplus storage area. This request is now done by way of e-mailing a message request to the Inventory Control Coordinator. The e-mail address for the Inventory Control Coordinator is inventory@oswego.edu to the attention of Lin Murray. The request will be processed and we will remove the items from your location to the storage area.

ACQUISITION OF NON-UTILIZED EQUIPMENT

This campus currently provides a surplus storage area in the basement of Laker Hall. College staff members that are in need of a particular item may access the storage area by calling the custodial supervisor at extension #3536 or the Inventory Control Coordinator at extension #2228.

If the individual/department decides, upon viewing the item in storage that they would like to have the item, arrangements may be made for delivery at that time.

Maintenance delivers items only. For example, the item is a desk with an ell; maintenance would deliver the desk and ell and it would be the responsibility of the department to arrange with custodial services to have the ell installed on the desk.

If a department/individual is seeking a particular item and that item is not available in the storage area, the request may be placed on a “want” list. Inventory Control fills this list as items become available on a first come first served basis.
Surplus Property/E-Mail Procedures

Please send all e-mail for Inventory Control purposes to
inventory@oswego.edu

Inventory Control has implemented a new procedure for the redistribution and disposing of surplus property on this campus. This procedure reduces the unnecessary high volume of paper/forms that was previously used. **E-mail** will be utilized for the following types of property control management:

- Search for Equipment
- Advertisement of Equipment
- Disposal of Equipment
- Transfer to Surplus/Storage
- Relocation of Equipment

**Search for Equipment**

If your department is in need of a particular item of equipment please send your e-mail search request to inventory@oswego.edu Inventory Control will then broadcast the search message to all departments on campus using you as a contact. If a department has the particular item in need, they will contact you. If you are satisfied with the item, then the item will be relinquished to you. Please contact inventory control for a relocation of equipment move.

**Advertisement of Equipment**

If your department has surplus equipment (equipment no longer needed) to be removed from your department please send your advertisement e-mail request to inventory@oswego.edu giving all pertinent information, SUNY/OSWEGO barcode label decal
Advertisement of Equipment (cont’d)

number, (if any), or the make and serial number of the item(s). Also, send the description, condition and location of the item(s). Once received, Inventory Control will set a time frame (usually one week) for possible transfer. Edit your message indicating the time frame and the individual and extension number to contact. The message will then be forwarded to all departmental contacts. The person who responds first is awarded the surplus equipment for his/her department. Please contact Inventory Control for the relocation of equipment to be made. If there are no responses, arrangements to remove the surplus equipment to storage will not be made until the time frame for advertisement has expired. Inventory Control must be advised of all transfers made using this procedure.

Disposal of Equipment

There are times when equipment no longer has a useful life (the equipment is in poor or scrap condition). Such equipment should be reported to the Inventory Control Coordinator with a request to remove the item(s) for disposal. Please send a disposal e-mail request to inventory@oswego.edu with the SUNY/OSWEGO barcode label decal number, (if any), or the make and serial number of the item(s). Also, send the description, condition and the location of the item(s). Upon receiving the e-mail request, Inventory Control will arrange the pick-up and disposal of the equipment as soon as possible by the Maintenance Department. Prior to disposal of equipment, authorization must be received from Inventory Control. Until such authorization is received, equipment may either be held at its current location or may be moved to the surplus storage area.

Under no circumstances should equipment be placed in hallways or loading dock areas to await disposal. To do so is in violation of Fire and Safety Codes.
Transfer to Surplus/Redistribution

There are times when equipment is no longer needed by a department, but is still reusable by another department for future use. Please send your transfer to surplus e-mail request to inventory@oswego.edu with the SUNY/OSWEGO barcode label decal number, (if any), or the make and serial number of the item(s). Also, send the description, condition and location of the items(s) and Inventory Control will arrange for the transfer of the item(s) to the Laker storage area for future use. If the item(s) transferred to storage is on property record, Inventory Control will make the appropriate changes to the status, condition and location. These items located in the surplus storage area may be redistributed to offices/departments when in need. The item(s) will remain on the departmental inventory until it is either claimed by another department or is disposed of in any other manner. Departmental staff members that are in need of a particular item(s) may access the storage area by calling the custodial supervisor at extension #3536 or #2547.

Relocation of Equipment

There are also times when departments need to move an item(s) of equipment from one location to another. Please send your relocation of equipment e-mail request to inventory@oswego.edu with the SUNY/OSWEGO barcode label decal number, (if any), or the make and serial number of the item(s). Also, send the description, present location and the building and room number where you would like the item(s) relocated.
Temporary Loan of Equipment (Form-see page 11)

A temporary loan of equipment form must be completed prior to the removal of the specific equipment from its assigned location to an off-campus destination. A temporary loan of equipment must be for work related purposes only and approved by the department chairperson or director. The temporary loan will not exceed two (2) weeks.

This is a three-part carbonized form. Send the white (top) copy of the form to the Inventory Control Coordinator. The Departmental Coordinator, or sometimes the Departmental Secretary, will retain the yellow (center) copy. The borrower should retain the pink (last) copy until they return the equipment to the assigned location. Once the borrower has returned the item, the borrower will complete the lower portion of the form (pink/last copy) and return to the Inventory Control Coordinator.

If anyone is found in possession of state-owned equipment that is not appropriately signed out, the person(s) could be charged with and convicted of possession of stolen property by University Police.

If anyone needs a Temporary Loan of Equipment form for equipment to be taken off campus please contact the office of Inventory Control at x2228 or via e-mail to inventory@oswego.edu

There is also a link to obtain this form on the following Oswego State website address www.oswego.edu/other_campus/inventory/ Please click on the Temporary Loan of Equipment link, print a copy of the form and fill in and obtain the necessary information and necessary signatures, respectively. Distribute a copy to Inventory Control, the Department Coordinator or the secretary and keep a copy with the equipment to prove that you are permitted to take the equipment off campus.
**TEMPORARY LOAN OF EQUIPMENT**

It is the policy of the **PROPERTY CONTROL SYSTEM** that New York State owned equipment is **ALWAYS LOCATABLE**.

If one department should “lend” equipment to another department, agency or individual, the following MUST be completed prior to the removal from the assigned location. 
*Please note: Under no circumstances should equipment be removed without first being decaled and added to inventory records.*

<table>
<thead>
<tr>
<th>DECAL #</th>
<th>ITEM DESCRIPTION</th>
<th>ASSIGNED LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>CONDITION</td>
<td></td>
</tr>
</tbody>
</table>

**TEMPORARY ASSIGNEE INFORMATION:**

NAME ___________________________ DEPARTMENT ___________

(PLEASE PRINT)

CAMPUS ADDRESS ______________________________ TELEPHONE # _________

PURPOSE OF LOAN ____________________________

(MUST BE WORK RELATED)

TEMPORARY LOCATION ________________________________

TO BE RETURNED BY ____________ or **Upon Request** APPROVED

(DATE) (DEPT. CHAIR SIGNATURE)

*** I understand that any damage to or loss of equipment will be my personal responsibility, that the purpose is work related and that the possession of equipment will be periodically verified through scanning and/or via e-mail.

_________________________________________ (SIGNATURE OF BORROWER) ______________________ (DATE)

UPON RETURN of the equipment, the department will advise Inventory Control via return of the pink (temporary assignee) copy of this form appropriately completed and/or by e-mail (inventory@oswego.edu) so that the equipment can be updated on the Property Control System.

DATE RETURNED _______________________ CONDITION _______________________

COMMENTS _______________________________________________________________________

DISTRIBUTION: WHITE—INVENTORY CONTROL COORDINATOR, 402A CULKIN HALL
YELLOW—DEPARTMENT
PINK—TEMPORARY ASSIGNEE

5/88—REVISED 12/92 ADDING STATEMENT OF RESPONSIBILITY
9/95—POLICY REVISED LIMITING USE AND PERIOD OF THE LOAN
7/02—REVISED FOR WEBSITE USE
1/05—RE-INVENTORY RE-STRUCTURE
INTERNAL CONTROL

The New York State Governmental Accountability, Audit and Internal Control Act, Chapter 814 requires that all State Agencies establish and maintain a system of internal controls and review. Inventory Control is subject to review by Internal Control mandates. These mandates include tagging of new equipment, dissemination of information throughout the campus, disposal of state equipment, and maintaining property records through annual audits.

ANNUAL EQUIPMENT AUDIT

Once a year, Inventory Control will conduct a “physical audit” of all equipment. The purpose of this physical audit is to verify the accuracy of the existing equipment inventory records. Physical audits are generally completed building by building. There may at times, however, be inventories conducted by department. The Office of Inventory Control will conduct these physical inventories.

Prior to the physical audit (inventory) of a building, the Inventory Control Coordinator will send via e-mail an advance notification to the Building Coordinator and the Departmental Coordinators/Secretaries. From this message:

1. We will conduct notification of all departmental personnel that an audit of all locations within the building will be taking place.
2. The Inventory Control Coordinator has a master key to access most areas. Departmental personnel must provide access to storage cabinets and certain other sensitive areas.
3. It is the responsibility of the Department Chairperson to notify Inventory Control of the name of their designee and area of responsibility.
4. Time and conditions of the audit (re-inventory) will be established.
5. Inventory Control will provide current inventory printouts to both the Building and Departmental Coordinators if needed.
Theft/Loss of State Assets

Volume X1, Section 7.0200 of the New York State Accounting System entitled “Special Procedures – Theft/Loss of State Assets” requires agencies to promptly report actual or suspected losses of State assets to the Office of the State Comptroller. Specific SUNY procedures were established to ensure compliance with theft/loss reporting requirements.

It is each department’s responsibility to report all actual or suspected losses to the Oswego State University of New York’s University Police Department immediately for investigation. The University Police Department will follow up on the report of lost equipment. With immediate notification to the University Police department, it is possible the lost item can be recovered. The department or individual must report any theft or loss of equipment to the University Police Department. This then becomes public record. The University Police Department Will advise Inventory Control of any such loss/theft.

Inventory Control must report theft or loss of state assets to the Office of the State Comptroller. Items to be reported include, but are not restricted to:

1. Actual or suspected theft/loss of supplies and equipment.
2. Theft or loss of keys to a secure area.
3. Unauthorized of improper cash disbursements.
4. Equipment retired from the Property Control System that has not previously been reported as lost or stolen. Equipment in this category would include those items on inventory records that have not been found during three (3) or more prior annual inventories and are considered unaccountable.
5. All other lost or stolen equipment items not controlled by the Property Control System.
6. Losses or thefts other than equipment. Examples of losses or thefts in this category would be burglary or other theft of cash or property, unexplained discrepancies in cash balances, unauthorized disbursements, employees improperly paid on agency payrolls, improper listing of time, or leave and accrual records resulting in overpayments, etc.
Theft/Loss of State Assets (cont’d)

In addition to being responsible for the audit of monies and other assets of State agencies, the State Comptroller is also accountable for the monies and assets of auxiliary organizations where State officials have a direct or indirect administrative responsibility. Therefore, any actual or suspected losses of auxiliary agencies and/or accounts where State officials have responsibility should also be reported promptly. This would include assets of Faculty Student Associations, Student Activity Funds, Research Foundation Accounts, Income Reimbursable Fund Accounts, and any other accounts directly or indirectly related to State agencies or departments.

Detailed reports must also be sent to the Senior Vice Chancellor, Public Safety (SUNY Central), University Audit and SUNY Central Administration. We also send copies to our Vice-President for Finance and Budget and to our Director of University Police. If applicable, we should advise the Bureau of Insurance at the Office of General Services of the theft so that we may accomplish recovery under provision of the blanket fidelity bonding program. The quarterly reports are prepared based on information provided by the University Police Department.

PRINTOUT DISTRIBUTION

INVENTORY CONTROL COORDINATOR

With the inception of Data Query, the Inventory Control Coordinator is able to produce reports at any given time. Inventory Control retains reports and printouts received from Albany.

The Building Coordinator, Department Chair or the Departmental Coordinator/Secretary may, at any time, request reports and printouts of their equipment from Inventory Control. The reports can be indexed by asset number or by building/room/asset number. If you require reports in a format other than these indices, please contact Inventory Control to discuss your needs.
FREQUENTLY ASKED QUESTIONS

Q> My adding machine no longer works. Can I just throw it the wastebasket?

A> No, this is state property. A disposal request e-mail message must be sent to Inventory Control requesting that the item be disposed.

Q> My chair is broken and I have just gotten a new one. Can I put my old chair out in the hallway or in the loading dock area to be disposed?

A> No, to do so would be in violation of the Fire and Safety codes. As with the above question, a disposal request e-mail message sent to Inventory Control is needed to request the removal of such items.

Q> I recently received a new laser printer. Can I give my old printer to someone else?

A> Yes, but please notify Inventory Control via a relocation of equipment request e-mail message giving the new location of the printer. By doing so, the location will be properly noted and updated on the property record for the annual re-inventory.

Q> Where do I get a Temporary Loan of Equipment form?

A> Request this form from the Inventory Control Coordinator at x2228 or via e-mail request or copy the form from the link at the Inventory Control web site address: www.oswego.edu/other_campus/inventory/

Q> I understand that an Inventory Control booklet containing essential information was sent to all employees. I did not receive a booklet. How can I get a booklet for my own use?

A> Contact the Inventory Control Coordinator with your request at x2228 or via e-mail to: inventory@oswego.edu