UCO ASSET MANAGEMENT SERVICES

Procedures and Forms

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## TABLE OF CONTENTS

I. **Definition of Assets to be Barcode-Tagged and Inventoried**

II. **The Role of Asset Management Services** (*Property Department*)

III. **Change of Accountable Officer or Chart Field reorganization**

IV. **Barcode-Tagging New Acquisitions**

V. **Performing an Annual Inventory**

VI. Processing **Asset Related Forms**
   1. USF Form #3001-Location Request
   2. USF Form #3008-Request for Relief from Property Accountability
   3. USF Form #3009-Transfer
   4. USF Form #3069-Property Report of Item Expense for Equipment Manufactured or Assembled at the University of South Florida
   5. USF Form #6028-Property Off-Campus Permit

VII. **Miscellaneous**
   1. Personal Property
   2. Abandoned Personal Property
   3. Resalable Materials
   4. Software
   5. The eBid Paperwork Process
   6. Hazardous Material

VIII. **Accounting for Assets**

IX. **FAQ**
   1. What Are the Asset Forms?
   2. Where Are the Asset Forms?
   3. How Can I Get a List of My Department’s Assets in FAST?
   4. What do I need to do when I send assets back to the manufacturer for an even exchange or swap?
   5. I’m moving to another university and need to take my specific grant-funded assets with me. How do I report this to the Property Department to have the assets removed from the property database?

X. **Federal Guidelines for Managing Assets Acquired by Sponsored Awards**
I. Definition of Assets to be Barcode Tagged and Inventoried

Example of a USF asset barcode tag

The words equipment, item(s), asset(s) or property used in this document are generally interchangeable and refer to capitalized assets, software, fixtures, furniture and other tangible property of a non-consumable and non-expendable nature.

Regulation 9.002 Recording and Marking of Property

A. Capitalization Threshold for Recording Tangible Personal Property - All tangible personal property with a donated value or acquisition cost of $5,000 or more and having a projected useful life of one year or more shall be recorded in the financial system as property for inventory purposes.

B. Library resources with a donated value or acquisition cost of $250 or more and having a useful life of one year or more shall be recorded in the financial system as property for inventory purposes.

NOTE: All items purchased from construction funds are considered assets (capital) and, in general, follow the definition above.

II. The Role of Asset Management Services (Property Department)

The Property Department maintains and updates records of all University equipment having a cost or value of $5,000 or greater, in accordance with Florida Board of Governors Regulation Chapter 9.

For the purpose of the above regulation, “cost” is used if the property is purchased and represents the purchase price of the property item; “value” is used if the property is donated and represents the fair market value of the property item at the date of donation.

Asset Management Services tags appropriate new acquisitions, performs an annual inventory and reconciles the financial data for applicable University assets as required by the Florida Board of Governors.

BOG 9.002 addresses recording and marking of property.

Property affixes the barcode decals to equipment with an acquisition cost or value of $5,000.00 or more. In addition, they record to the property master file and report on:

Buildings
Building Alterations and Improvements
Construction in Progress
Equipment
Other Fixed Assets
Books
Software
Artwork
Land Improvements
Depreciation
**Addition of Equipment Manufactured or Assembled at the University**

**BOG 9.003** addresses property inventory.

Asset Management Services conducts an annual inventory of all University tangible items with an acquisition cost or value of $5,000.00 or more.

**BOG 9.0031** addresses disposition of property.

Asset Management Services process paperwork related to the inventory including:

- **Property Writeoffs for Disposal**
- **Property Transfers**
- **Off-Campus Permits**

Accountable Officers are responsible for providing assistance to the Property Representatives in the reconciliation of un-located equipment in their areas.

Content of Individual Property Records – Each property record shall include the following information:
(a) Identification number.
(b) Description of item or items.
(c) Physical location (the city, county, address or building name and room number therein).

**III. Change of Accountable Officer or Chart Field Reorganization**

Any time there is a change of Accountable Officer, the new officer must contact Asset Management Services to request an inventory of all assets with an acquisition cost or donated value of $5000 or more.

**IV. Barcode Tagging Applicable New Assets**

Asset Management Services barcode tags assets that have a total acquisition cost or donated value of $5,000.00 or more. In addition, Asset Management Services posts these assets to the FAST asset master file.

To determine what assets to barcode tag, Asset Management Services receives notification in one of three ways. **(BOG Regulation 9.002)**

A. Asset Management Services runs a daily FAST query, listing all new capitalized asset receipts for the previous day.
B. The department or college representatives contact Asset Management Services directly.

C. The Accounts Payable Department notifies Asset Management Services after they have approved payment for relevant purchases. The format for notification can come from either copy(s) of approved invoices or the Account 631XX Report. This report identifies all asset purchases monthly for the university.

All assets must remain on campus in the building/room designated on the Purchase Order/approved invoice until it has been barcode tagged by an Asset Management Services representative. UNDER NO CIRCUMSTANCES remove property from the university before it is barcode tagged.

Asset Management Services cannot process off-campus permits, write offs or transfer requests for university assets until an Asset Management representative has barcode tagged all applicable items listed on the Purchase Order/approved invoice. Asset Management will return any submitted forms that list assets not yet barcode tagged to the department that owns the equipment. The Department can resubmit the forms to Asset Management after the barcode tagging process is complete.

To identify and barcode tag assets, an Asset Management representative contacts the department or college either in person or by phone and schedules an appointment time. The Asset Management representative barcode tags the equipment utilizing one of the following methods:

A. Placing a numbered bar code decal on the item(s). If the decal does not fit, it may be trimmed or the asset will be marked by another method that allows Asset Management to identify it during the inventory/scanning cycle of your department.

B. Writing the property number on the item(s) with an indelible pencil.

C. Writing the property number on the item(s) with an etching tool.

The Asset Management representative records all pertinent data including the barcode tag number, room/location, model/make, purchase order(s)/invoice(s), and serial number of the asset on the purchase order(s)/invoice(s). The purchase order(s)/invoice(s) are returned to Asset Management via the Asset Management representative.

Anything with a donated value or acquisition cost less than $5,000.00 is considered consumable in nature and may be purchased from expense (non-capital). The Accountable Officer is responsible for insuring proper control and accountability of these items.

Anything with an acquisition cost more than $5,000.00 are identified as assets through the Purchasing system at the point of purchase and flows into the Asset Management module in FAST.

When the department or college acquires assets by a gift or source other than a purchase they must report this acquisition to Asset Management Services along with the cost,
description, serial number, assigned chart field and name of the person using the equipment.

Whether equipment has been barcode tagged yet or not, the designated Accountable Officer is officially accountable for the equipment when the department or college receives the assets.

V. Performing an Annual Inventory

Asset Management Services schedules and conducts an annual inventory and record reconciliation of all University tangible assets with a donated value or acquisition cost of $5,000.00 or more as per USF System Policy 5-014 and BOG Regulation 9.003 requirements.

Asset Management prepares an annual inventory schedule to ensure that all assets are inventoried.

Asset Management Services conducts the inventory as follows:

A. The Accountable Officer receives a notification email prior to the inventory indicating when Asset Management representatives will be in their areas. They should inform staff and faculty that an inventory will take place. Departmental employees are requested to assist in locating equipment and unlocking rooms or storage areas. The Asset Management representative will do a room-by-room search, scanning the bar codes affixed to assets. The Accountable Officer can get a list of his/her assets through a FAST query. Click here for instructions on accessing and running this query.

B. After the initial inventory, Asset Management sends the Accountable Officer an “Unscanned Item Report” with instructions to locate the equipment and report back to Asset Management by a due date included with the list. Accountable Officers are responsible for providing assistance to Asset Management representatives with the reconciliation of unscanned assets in their areas and designating a contact person that the Asset Management representative will call to set an appointment for scanning the assets on the list.

C. The unscanned item report is considered complete when the Accountable Officer completes the following processes:

1. The assets are found and scanned.
2. An updated off-campus form (USF Form #6028) is submitted to Asset Management Services ALN0147.
3. A transfer form (USF Form #3009) is submitted to Asset Management Services ALN0147 and an Asset Management representative is sent to the new location to scan the asset.
4. A write-off form (USF Form #3008) is submitted to Asset Management Services. (BOG Regulation 9.0031) If the write off is reporting assets as missing/unlocated or stolen, you will also need to fill out the USF Form #3008 Supplemental.
These forms are available on the UCO Asset Management Services website by clicking here or navigating to:
http://usfweb2.usf.edu/UCO/assetmanagement/assetformsdocs.asp.

D. Assets that are still unscanned post inventory are considered unresolved and will retain an in-service status on the department ID. The Accountable Officer is responsible for submitting the proper forms associated with the unscanned assets. The assets will remain unresolved on the property master file until the proper form(s) has been submitted to the Asset Management Services, signed by the Accountable Officer and, if the property is grant-funded, the Division of Research Grants Associate VP.

Second Notice: Asset Management Services sends a listing of property unaccounted for to college/departments representatives. (Note: These college representatives are designated by the USF System Property Review Board.

This listing is resolved through any/all of the following:
1. The property is located and scanned.
2. An updated off-campus form (USF Form #6028) is submitted to Asset Management Services.
3. USF Form #3008/3009 (Request for Relief/Property Transfer form) is submitted to Asset Management Services for approval by the USF System Property Review Board.

Escalation of Unaccounted for Tangible Property:
1. The college representative has 15 business days to respond to Asset Management Services.
2. After 15 days, the listing of unaccounted for property is escalated to the Vice President (or designee) for resolution through the USF System Property Review Board.

At the end of the yearly inventory cycle, all unresolved property will be reported to the USF administration and state/federal auditors if requested. This data is also considered public record in the State of Florida.

E. The Auditor General office conducts unscheduled inventory audits as required by the State of Florida.

VI. Asset Related Forms

The following important information is required on all asset forms. Erroneous or incomplete forms will be returned unprocessed to the listed Requestor/Custodian/Custodian Supervisor, Accountable Officer or Designated Accountable Officer and Accountable Officer Supervisor. (BOG Regulation 9.0031)

A. Name (Typed or Printed)
B. Signature (With a Blue-Ink Pen)
C. Requestor/Custodian Person Name (Typed or Printed)
D. Requestor/Custodian Phone Number
E. Requestor/Custodian Mail Point
F. Requestor/Custodian Email
G. Department Name
H. Chartfield Combination (One chartfield combination per form)
I. USF Bar Code Number (Example-495000123456)
J. Short Description of the asset
K. Serial ID
L. Location
M. Condition will be considered good unless otherwise determined by departmental assessment or during Physical Inventory that this asset was Damaged/Impaired.
N. Estimated Value of the asset
O. Additional required information as described below under specific form instructions.

See below for additional required information. Contact Iris Wiggins at iwiggins@usf.edu if you have questions.

Accountable Officers should sign all forms with a blue-ink pen. Send the original form to Asset Management Services, ALN0147. A scanned copy sent electronically with the original signature in blue ink will be accepted.

Asset Management Services cannot process off-campus permits, disposals or transfer requests for university equipment until an Asset Management representative has barcode tagged all relevant assets as listed on the Purchase Order or approved invoice. Asset Management Services will return unprocessed any submitted forms that list assets not yet barcode tagged to the contact person. The Department can resubmit the forms to Asset Management Services after the barcode tagging process is complete.

Assets classified as hazardous material must be deemed clean before you can proceed with your choice of transfer or relief from property accountability. They are identified by a red warning sticker attached to the item. Contact the designated official listed below by hazardous material classification to obtain written clearance. This written clearance for all hazardous assets must be attached to the asset form before submitting it to the Asset Management Services, ALN0147.

**Radiation Assets:**
USF Radiation Manager-Adam Weaver
(813) 974-1194
aweaver@usf.edu
MDC 35

**Chemical, Dye and Gaseous Assets:**
(Including Lab Equipment and Supplies, Batteries, Paint, Dopes, Varnishes and related products)
Director: Environmental Health & Safety-David Smith
(813) 974-4036
rdavidsmith@usf.edu
CRS 104

**Biological Assets:**
Safety & Compliance Manager-Farah Moulvi
(813) 974-0954
For disposal of or other changes in status of items with a donated value or acquisition cost less than $5,000.00, Accountable Officers must provide proof of surplus and provide certificates of disposal upon request by auditors or other investigators. Granting Agencies may have additional stipulations regarding the administering of their grant-funded equipment and may require documentation regarding the disposition of their grant-funded equipment.

A. Property Location Add/Delete-USF Form #3001-Location Request
Use this form to request the addition or deletion of a new university location in IFIS. Submit the original form to Asset Management.

B. Property Disposal-USF Form #3008-Request for Relief from Property Accountability
University assets that are unlocated/unaccounted or stolen can be written off. Assets that no longer meet the needs of your department can be transferred to another USF department or “disposed of” in one of the methods listed below. (Make sure before you proceed that your department actually owns the assets.)

The following process is valid for all types of write-offs except unlocated/unaccounted or stolen. See further below for the unlocated/unaccounted or stolen process.

1. Determine if each asset is grant-funded. USF Form #3008 write-offs and/or USF Form #3009 transfer requests that have grant-funded assets listed on them must include the following additional documentation.
   NOTE - If the write-off is because the asset is unlocated/unaccounted or stolen, the following directions apply only for federal grant-funded assets.
   a. Signed approval of the department chair or Dean/Director.
   b. Signed approval from the Division of Research Grants.
   c. Signed approval from the grantor allowing disposal of the property rather than returning it.

2. Before you can dispose of assets, advertise their availability on the USF Property Listserv to other University departments for three consecutive days.
   a. If another department wants the property, transfer it to that department using the USF Form #3009. Ensure compliance with all University policies regarding asset transfers.
   b. If the asset remains unclaimed after the three days, you can proceed to the next step.

3. The hard drives of all copy machines, printers, computers and other applicable assets must be manually and/or magnetically reformatted, effectively erasing the data and software to prevent infractions of copyright laws, software licensing agreements and/or security procedures regarding University records.

4. Use a separate form for each vehicle disposal request.

5. Fill out the Requestor information including Name, Phone, Mail Point, Email and Department Name.
6. Choose the type of request for disposal. Select only one type per form.
The types of disposal of assets are:

a. **Donation** – Donating to a non-profit organization is the preferred option of the University. Donations must have attached to the form documentation from the receiving organization verifying their non-profit status including their 501(c) number and acknowledging the donation.

b. **Trade-In** – A vendor may offer you credit for your old asset with a value of $5,000.00 or more towards a new equipment purchase. Write the Requisition or PO ID number for the new purchase on the USF Form #3008. Attach a copy of the Requisition or P.O. to the form. This Requisition or PO must note that a trade-in is involved in the transaction. If it does not, contact your Purchasing Agent and have it notated. Forms without this attachment will be returned unprocessed to the requestor for correction.

c. **eBid** - This is an online bid process conducted by the government surplus auction site Public Surplus and administered by the Department Requestor as listed on the USF Form #3008. You can include stipulations for the bid (i.e. minimum bid offer.) The department will only receive money from the sale of asset(s) if it sells for $1,000.00 or more per item minus any advertising fee (Check with Public Surplus for advertising fee dollar amount). If the asset(s) sells at below $1,000.00 per item, the department receives nothing. The bid money goes into a surplus account minus the departments advertising fee. The department must provide Public Surplus with a picture of the property and indicate its condition. Include any pertinent information regarding:
   * The items to be sold.
   * The minimum bid amount.
   * A chartfield string for deposit of funds for the sales commission and the sales commission to be charged against.

The bid advertisement is posted on the Public Surplus site.

**Cash Collections Procedure:** The bidder is responsible for mailing payments to University of South Florida 4202 East Fowler Avenue, Cashiers Office ALN0147, Tampa, FL 33620 to pay for the asset(s). When a winning bidder is declared, the USF Requestor will notify the Billing Specialist of the bid award and the ebid number. A bill will be created in FAST and mailed to the winning bidder. The winning bidder must have a payment receipt before they can claim the asset(s) and must collect the asset(s) in person.

d. **Cannibalization** - The Accountable Officer determines if the asset will be cannibalized for spare parts. If you remove anything, no matter how small, this is considered a cannibalization and the asset is not valid for another type of disposal. It is the department’s responsibility to dispose of the
remainder of the asset at their own cost after insuring compliance with all environmental health/safety regulations and obtaining any required certifications of disposal. A USF employee designated by your department must accompany the surplus vendor to pick-up salvage/surplus assets and witness/verify that the assets are picked-up and the USF barcodes have been removed. Your department must keep a copy of this certification with your copy of the paperwork and send the original certificate to Asset Management Services with a notation of the RFPA number on it when you send back the form with the department employee witness signature.

e. **Salvage/Surplus** - You can salvage (dispose of) assets if the Accountable Officer determines it is not appropriate for donation, cannibalization or trade-in. It is the department’s responsibility to dispose of the property at their own cost after insuring compliance with all environmental health/safety regulations and obtaining any required certifications of disposal. A USF employee designated by your department must accompany the surplus vendor to pick-up salvage/surplus assets and witness/verify that the assets are picked-up and the USF barcodes have been removed. Your department must keep a copy of this certification with your copy of the paperwork and send the original certificate to Asset Management Services with a notation of the RFPA number on it when you send back the form with the department employee witness signature.

f. **Vehicle Bid** – Use a separate form for each vehicle bid. Fill out the form including vehicle license plate number, odometer reading, vehicle VIN number and year/make. Your department must keep a copy of the certification of disposal with your copy of the paperwork and send the original certificate of disposal to Asset Management Services with a notation of the RFPA number on it when you send back the form with the department employee witness signature. After the write-off, Purchasing will release the title.

g. **Other** – This should be used sparingly. Include a detailed explanation for choosing this option. Processing can take longer and Asset Management may require additional documentation on a case-by-case basis. Your department must keep a copy of the documentation with your copy of the paperwork and send the original documentation to Asset Management Services with a notation of the RFPA number on it when you send back the form with the department employee witness signature. *Usually used for transfer of assets to other state agencies and for reporting unlocated/unaccounted or stolen assets.*

7. Choose the reason for request. Select only one reason per form.
   a. **Damaged**
   b. **Obsolete**
   c. **Excess**
   d. **None**
   e. **Unlocated/Unaccounted** - You must complete the **USF Form #3008** and, as per the instructions below, the **USF Form #3008**
Supplemental. Forms submitted without this information will be returned unprocessed.

f. **Stolen** - You must complete the USF Form #3008 and, as per the instructions below, the USF Form #3008 Supplemental. Attach a copy of the police report with the case number. The police report must specifically mention the asset(s) that were stolen. Forms submitted without this information and documentation will be returned unprocessed. Every asset that is stolen must be reported to the appropriate police agency.

8. For Unlocated/Unaccounted or Stolen assets, fill out the USF Form #3008 Supplemental.
   a. For Unlocated/Unaccounted assets enter the date last seen.
   b. For Stolen assets enter the police report case number and attach a copy of the police report.
   c. Describe the action taken to locate assets. The action must be a detailed search listing Who, When, and Where.
   d. Describe how the item was secured, stored or accounted for.
   e. Explain procedures implemented to control future loss of assets.
   f. If needed, attach additional sheets.
   g. Attach the supplemental form and any additional documents to the USF Form #3008.

9. Enter the chartfield combination. Use one chartfield combination per form.

10. List the barcode tag#, short description of the asset, serial number of the asset, location by building abbreviation and room number, condition of asset, estimated value of the asset.

11. Type or print legibly the Accountable Officer name and title, obtain the Accountable Officer signature in blue ink and enter the date. In the event that the Accountable Officer is not available, Asset Management Services will accept the signature of the Department Chairperson, Dean, Director or VP.

12. If the Accountable Officer is also the requestor, the Accountable Officer’s supervisor must sign the form.

13. If the assets are grant-funded, the form must have the signed approval from the Division of Sponsored Research.

14. Once you have filled out the form, submit the original copy to Asset Management, ALN0147. A scanned copy sent electronically with the original signature in blue ink will be accepted.

15. When Asset Management Services receives the form they will check it for compliance. Incorrect and/or incomplete forms will be returned unprocessed to the contact person for corrections and/or clarification. Forms filled out correctly are submitted to the Property Review Board. The Review Board will meet once a month or as deemed necessary to review each request and approve any justified release from accountability. Any forms not approved by the Property Review board will be sent back to the Requestor for corrections.

16. Once the Review Board signs the form as approved, you will receive a letter along with a copy of the form authorizing you to proceed with your choice of disposal.

17. The USF decal or property number sticker must be removed or blocked out before any disposal other than transfer to another USF department.
A USF employee designated by your department must accompany the vendor to pick-up assets. This employee acts as witness to verify the removal of the assets and that the USF barcodes have been removed.

18. Once the witness has verified pick up/disposal of assets, on the USF Form #3008 they must print their name and title, sign as the witness and write in the signature date.

19. Send this completed form to Asset Management, ALN0147 with any and all required certificates and documentation attached. The assets are not retired in the master file until this form is returned properly signed. Without it, your department remains accountable and responsible for the assets.

C. **Property Transfer-USF Form #3009 Transfer**

The department transferring the asset fills in the current information for each item being transferred and must:

Submit original forms only after completing all steps. Use a blue ink pen for all signatures. Attach any and all required certificates or documentation. Incorrect and/or incomplete forms will be returned to the contact person(s) unprocessed for corrections and/or clarification.

**“Transfer From” Steps:**

1. Enter the “From” Contact Person information.
   a. Name
   b. Phone
   c. Mail Point
   d. Email
   e. Department Name

2. If the transfer is a location change only, with no change in the Chartfield Combination, check the box indicating location change only.

3. If the transfer involves a chartfield change, enter the “Transfer From” Chartfield Combination. Use a different form for each change in “From” and/or “To” chartfield combinations. Coordinate with the “Transfer To” Departments so that you can have separate forms for the different chartfields.

4. Determine if the asset is grant-funded. USF Form #3009 transfer requests that have grant-funded property listed on them must have the signed approval from the Division of Research Grants Associate Vice President who will obtain transfer approval from the granting agency. Assets cannot be transferred to a grant fund.

5. List the barcode tag#, description of the asset, serial number of the asset, the “From” location by building abbreviation and room number. If this is a change in location only, include the “To” location by building-abbreviation and room number. *(Circular A-I10)*

6. Obtain the “From Accountable Officer” signature. The signature must be in blue ink. In the event that the Accountable Officer is not available, Asset Management Services will accept the signature of the Department Chairperson, Dean, Director or VP.

7. If this is also a change in chartfield, forward the form(s) to the “To” department so that they may fill out their sections.
“Transfer To” Steps:

1. Enter the “To” Contact Person information.
   a. Name
   b. Phone
   c. Mail Point
   d. Email
   e. Department Name

2. Enter the “Transfer To” chartfield combination. Use a different form for each change in “From” and/or “To” chartfield combinations. Coordinate with the “Transfer From” Departments so that you can have separate forms for the different chartfields.

3. Assets cannot be transferred to a grant fund. Verify the “transfer to” fund is in compliance with this requirement. Forms that do not comply will be sent back for correction.

4. Obtain the “To Accountable Officer” signature. The signature must be in blue ink. In the event that the Accountable Officer is not available, Asset Management Services will accept the signature of the Department Chairperson, Dean, Director or VP.

5. Forward the completed original form to Asset Management for processing. A scanned copy sent electronically with the original signatures in blue ink will be accepted.

6. When Asset Management gets the form, they will update the property master file to reflect the change.

7. Assets/Property must be inventoried upon change of Accountable Officer or location. An Asset Management representative may contact you to arrange this inventory.

8. The departments involved in the transfer are responsible for arranging transport of items to their new location.

9. It is the accountable officer’s responsibility to maintain definitive control over all assets/equipment listed on his/her inventory. *(USF System Policy 5-14)*

10. Send the properly completed form Asset Management, ADM147.

D. **Property Report of Item Expense for Equipment Manufactured or Assembled at the University of South Florida-USF Form #3069**

Equipment manufactured by a Department, Physical Plant, Working Capital representative or other USF entity utilizing raw materials bought for the construction of any items from an expense fund must be documented and reported to Asset Management Services after the manufacture/assembly is completed.

1. Cost records must be kept by department representatives in order to determine the cost of materials used in the manufacturing of such equipment. The finished piece of equipment is accounted for in the same manner as other university assets. The equipment is then assigned an asset tag number, room number, and building prefix. All of the information is recorded in the property records database.

2. Prepare three copies of this form.
   a. Forward the original and one copy to Asset Management, ALN147.
b. Retain one copy for your department files.

3. Complete a Report of Equipment Manufactured and/or Assembled at USF. (USF Form #3069)
   a. Enter the chartfield the equipment will be assigned to.
   b. Specify the Department Name, Physical Plant section or other area that manufactured or assembled the equipment.
   c. Enter a Contact Person name, phone number and mail point.
   d. For the above-entered chartfield, print or type the designated Accountable Officer, signature date and have it signed by this Accountable Officer.
   e. Enter the expense item details including PO#, description, acquisition date, acquisition cost, expense account used and quantity.
   f. Add up a costs and enter that amount in the total cost field.
   g. Enter the reason for the above expense purchases.
   h. Submit the properly completed form to Asset Management, ALN147.

4. Notify an Asset Management/Property representative of any equipment that was assembled and/or manufactured at the university from parts or basic materials purchased from expense funds so that the equipment can be tagged and placed on the university's property records database.

5. Submit the original form to Asset Management Services.

E. Property Off-Campus Permit-USF Form #6028

University property must be documented when taken to an off-campus location such as homes or field research facilities. For all assets with an acquisition cost of $5,000.00 or more, you must submit the USF Form #6028 Off-Campus to Asset Management Services. Your department is responsible for tracking off-campus University equipment costing less than $5,000.00.

GENERAL INFORMATION

1. New assets with an acquisition cost of $5,000 or more cannot be removed for any reason until Asset Management assigns a barcode tag and affixes it to the items.

2. Equipment can be removed only for official University purposes and must be returned to an on-campus location when its USF purpose has been fulfilled, when the custodian/user takes a leave of absence or when the custodian/user terminates employment and/or business with the University. The custodian/user listed on the form is responsible for the asset(s) until they notify Asset Management Services of the return, signed by the Accountable Officer and notated as a return using the appropriate fields on the USF Form #6028.

3. Permits are valid for a maximum of one year and must be renewed annually. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

4. The information on this permit must be typed or legibly printed, then signed in blue ink by the USF-employed custodian and the Accountable Officer, as defined by the Signature Authorization department, before the asset(s) leaves the University premises. If the custodian is also the
Accountable Officer, the form must include the signature of the Accountable Officer’s supervisor. If no proper custodian is listed or the name is not legible, then by default the Accountable Officer assumes all responsibility. New equipment costing $5,000.00 or more cannot be removed for any reason until a tag number has been assigned and affixed to the equipment by a property representative.

5. The custodian/user must keep a copy of the permit with the equipment at all times. (The University Police may stop any person seen removing USF-owned equipment and ask for the proper documentation.) This form may also be useful for any insurance claims. The custodian remains responsible for the equipment until Asset Management receives notification of its return to the University signed by the Accountable Officer.

6. Property that will be in the possession of a non-employee must have a custodian employed by USF that will take responsibility for the equipment. If no proper custodian is listed, the Accountable Officer by default assumes all responsibility.

7. The form must be approved and signed in blue ink by the Accountable Officer or a designee as defined by Signature Authorization. If the Accountable Officer wishes to delegate signing authority, he or she should contact Signature Authorization to have employees added to the official authorization listing. Without the proper signatures, the form will be returned to the custodian unprocessed.

TAKING ASSETS OFF CAMPUS
1. Enter the Chart Field the assets are assigned to. Use a separate form for each change in chart field combination and/or custodian/user.
2. Enter the USF barcode tag, description and serial ID.
3. Enter the “From” and “To” dates that the assets will be off campus.
4. Enter a brief purpose for taking the assets off campus.
5. Enter the address where the assets will be located.
6. Enter the Custodian name, Employee ID# and USF Office Location. The custodian is the USF employee taking the assets off campus and assuming responsibility for them.
7. Sign in blue ink as the custodian and enter the signature date.
8. Print the name of the custodian’s immediate supervisor, have them sign it in blue ink and enter the signature date.
9. Print the name of the Accountable Officer as defined by Signature Authorization, have them sign it in blue ink and enter the signature date.
10. Send the original permit to Asset Management-ALN147, keep a copy for your own department files and give a copy to the custodian/user of the equipment.

RENEWING THE PERMIT FOR ANOTHER YEAR
1. To renew a permit for another year, submit a new, properly completed form to Asset Management, ALN147.
2. Equipment may need to be returned to the University periodically for inventory verification.

RETURNING ASSETS TO AN ON CAMPUS LOCATION
1. When the assets are returned, on your custodian copy of the form check the return box for each item and enter the campus building and room number return locations.

2. For partial returns, indicate the assets returned by putting a check mark in the return box and the campus building and room number return location for that specific asset. You will still need the verifying signature of the Accountable Officer for partial returns.

3. Have this custodian copy signed in blue ink by the Accountable Officer in the CONFIRM RETURN OF PROPERTY TO UNIVERSITY section. Enter the signature date.

4. Make copies of this custodian copy for your department records and personal files then send the original custodian copy to Asset Management, ALN147.

VII. Miscellaneous

Personal Property:
Personal books and equipment belonging to University personnel are to be marked and identified by the owner in order to prevent any misunderstanding of ownership.

Abandoned Personal Property:
A. Personal property abandoned (except automobiles) or lost on the campus of a university in the state university system must be disposed of in accordance with the provisions of Section 705.18, Florida Statutes.

B. Under the provisions of this section, the University President shall take charge and make a record of the date such property was found and, after thirty days, the President will order the property sold at public sale. At any time prior to sale, the rightful owner may reclaim the property.

C. Asset Management Services will, when notified and in strict accordance with the Statutory provisions outlined above, arrange to pick up and dispose of abandoned personal property.

D. All moneys realized from such sale will be placed in an appropriate fund and used solely for student scholarships and loan purposes.

Resalable Materials:
No individual is authorized to negotiate or arrange for the disposal of materials or salvage.

Software:
USF has two categories for software that was purchased for $5,000.00 or greater:

A. SOFTW (Off the shelf)

B. SOFTC (Customized software)
This software is not decaled but is tracked on the Asset Management master file database through assigned numbers that begin with 4950SW. When you want to dispose of software no longer used by your department, start by completing the USF Form #3008 to have it removed from this database. The assigned Accountable Officer’s (as defined by the Signature Authorization department) or the department Dean’s/Director’s signature on this form is required. Other steps may be required depending on how the software was purchased.

Submit the completed form to Asset Management Services for review. Once Asset Management and the Review Board have verified and approved the form, your designated contact person will get notification through the mail. With this notification, your department can proceed with the disposal process of the software in compliance with all environmental regulations and software licensing agreements.

Asset Management Services will return erroneous forms to the contact person for any needed corrections.

Hazardous Material:
Assets classified as hazardous material must be deemed clean before you can proceed with your choice of transfer or relief from property accountability. They are identified by a red warning sticker attached to the item. Contact the designated official listed below by hazardous material classification to obtain written clearance. This written clearance for all hazardous assets must be attached to the asset form before submitting it to Asset Management.

Radiation Assets:
USF Radiation Manager-Adam Weaver
(813) 974-1194
aweaver@usf.edu
MDC 35

Chemical, Dye and Gaseous Assets:
(Including Lab Equipment and Supplies, Batteries, Paint, Dopes, Varnishes and related products.)
Director: Environmental Health & Safety-David Smith
(813) 974-4036
rdavidsmith@usf.edu
CRS 104

Biological Assets:
Safety & Compliance Manager-Farah Moulvi
(813) 974-0954
fmoulvi@usf.edu
MDC 35

VIII. Accounting for Assets

Asset Management Services works closely with the Fixed Asset Accountant and the Financial Reporting Manager, as well as other Accounting personnel. Asset Management
Services aids the Accounting function in determining which University purchases get capitalized as assets.

Asset Management Services maintains the University’s asset records, which enables the Accounting function to classify the assets in the correct categories and report them accordingly on the University’s financial statements. Asset Management Services also aids in determining the correct profiles for assets, which is necessary for the Accounting function to complete the depreciation process.

Essentially, the Asset Management Services is responsible for managing the physical aspect of the University’s assets, while the Fixed Asset Accountant is responsible for managing the financial aspect.

Below is the link for circular A-110.
http://www.whitehouse.gov/omb/circulars_a110#main-content

Property Standards
30 Purpose of property standards.
31 Insurance coverage.
32 Real property.
33 Federally-owned and exempt property.
34 Equipment.
35 Supplies and other expendable property.
36 Intangible property.
37 Property trust relationship.

IX. FAQ

A. What are the asset forms?

The University of South Florida Asset Management Services has six forms that are used for creating and maintaining records of University buildings and USF bar-coded assets with a cost of $5,000.00 or more.

USF Form #3001 – Location Request Form
Use this form to remove a building designation from the building inventory listing or to request a new location code designation for a leased space.

USF Form #3008 – Request for Relief from Property Accountability
Use this form to request approval to dispose of assets by means of donation, cannibalization, trade-in, surplus and e-bid. For unlocated or stolen, use this form and the USF Form #3008 Supplemental.

USF Form #3009 – Property Transfer Form
Use this form to request approval to transfer assets to a different University location, Accountable Officer/Department or both.

USF Form #3069 – Report of Equipment Manufactured or Assembled at the University of South Florida
Use this form to report assembled or manufactured assets for inclusion in the asset master file.

**USF Form #6028 – Off-Campus Property Permit**

Use this form to report the removal of assets from a University location to use at any off-campus location.

**B. Where are the Asset Forms?**

Click [here](http://usfweb2.usf.edu/uco/assetmanagement/property.asp) to go to the UCO Asset Management Services home page. If the link does not work, highlight and copy the below url, paste it in your navigation bar and hit enter.

http://usfweb2.usf.edu/uco/assetmanagement/property.asp

Locate the Property Forms section and click on the form you want.

**C. How Can I Get a List of My Department’s Assets in FAST?**

1. Sign in to FAST. If you do not have access to FAST, contact your department manager or office manager for information on getting access.
2. On the FAST menu, click on Reporting Tools.
3. Click on Query.
4. Click on Query Viewer.
5. Verify your Search By option is Query Name.
6. In the box to the right of begins with, type in ASSETS_BY_UNIT_AND_DEPT and click on the Search button.
7. Find ASSETS_BY_UNIT_AND_DEPT from the list that comes up and click on the Excel link.
8. Enter USF01 as the Business Unit. Enter your 6-digit Department ID number in the Department field.
9. Click on the View Results button.
10. A pop up window comes up. You may get a warning instead that there is a pop up. If so, click to allow the pop up.
11. In the pop up window, choose the option to Open with Microsoft Office Excel
12. Click on the OK button.
13. The Excel file opens as a spreadsheet to view the list of assets.

**D. What do I need to do when I send assets back to the manufacturer for an even exchange or swap?**

1. It must be the same model (or comparable) from the same manufacturer along with the return authorization from the vendor.
2. It must not involve a refund or additional payment.
3. Asset Management Services is only involved if the items purchase price was $5,000.00 or more.
4. Asset Management Services needs:
   a. The USF barcode decal number for the old asset if it was tagged.
b. A copy of the return authorization from the vendor indicating they are replacing the asset as an “even exchange.”
c. The serial numbers from the old and new asset.
d. The name of a contact person and their phone number so Asset Management can call and set up a time to come over and decal the new equipment.

5. If possible, reference the original PO number on the return authorization. This is not required but it will expedite the process.

E. I'm moving to another university and need to take my specific grant-funded assets with me. How do I report this to Asset Management Services to have the assets removed from the property database?

1. Fill out completely the USF Form #3008.
2. For the Type of Request, choose Other. Write in the space provided that you are moving to another university. Include the name of the institution. Use additional pages if needed.
3. Have the form signed (in blue ink) by the Accountable Officer. If the requestor is the Accountable Officer, the form must be signed (in blue ink) by the Accountable Officer’s supervisor.
4. For these grant-funded assets, send the original form to the Division of Research Grants for their review and signature.
5. When Research returns the original form to you, send it to Asset Management Services for processing. (ALN 147)
6. Once the Review Board signs the form as approved, you will receive a letter along with a copy of the form authorizing you to proceed with the removal process.
7. The USF decal or property number sticker must be removed or blocked out before removal. A USF employee designated by your department to witness and verify that the assets are removed and the USF barcodes have been removed.
8. Once the witness has verified removal of assets, they must print their name and title, sign the form as the witness and write in the signature date.
9. Send this completed 3008 form to Asset Management, ALN0147. The assets are not retired in the master file until this form is returned. Without it, your department remains accountable for the assets.

NOTE: You can only remove assets purchased with your grant-funds. Any other assets are considered USF-owned equipment and cannot be removed.

X. Federal Guidelines for Managing Assets acquired by Sponsored Awards
The University of South Florida complies with all Federal requirements for equipment owned or granted by the Federal Government. Below is the link to the DOD guidebook for contract property administration.