

**UCO ASSET MANAGEMENT SERVICES**

***Procedures and Forms***

*Revised 09/14/2018*

## UCO Asset Management Services

ALN0147

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# Definition of Assets to be Barcode Tagged and Inventoried

**Examples 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**](http://www.flbog.edu/documents_regulations/regulations/9_002Final.pdf) **Recording and Marking of Property**

* 1. 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.
  2. 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.*

1. **The Role of Asset Management Services**

Asset Management Services manages and updates records of all University equipment having a historical cost or value of $5,000 or greater, in accordance with [Florida Board of](http://www.flbog.edu/documents_regulations/regulations/9_001Final.pdf) [Governors Regulation Chapter 9](http://www.flbog.edu/documents_regulations/regulations/9_001Final.pdf).

For the purpose of the above regulation, “cost” is used if the property is purchased and represents the purchase price of the property item, also known as historical cost; “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 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](http://www.flbog.edu/documents_regulations/regulations/9_002Final.pdf) addresses recording and marking of property.

Asset Management Services affixes the barcode decals to equipment with an acquisition cost or value of $5,000 or more. In addition, they record to the FAST Asset Management Module the asset and report on:

Buildings

Building Alterations and Improvements

Infrastructure

Construction In Progress

Equipment

Books

Library E-Resources

Software

Art Work

Land

Other Fixed Assets

Depreciation

[BOG 9.003](http://www.flbog.edu/documents_regulations/regulations/9_003Final.pdf) addresses property inventory.

Asset Management Services conducts an annual inventory of all University tangible items with an acquisition cost or value of $5,000 or more.

[BOG 9.0031](http://www.flbog.edu/documents_regulations/regulations/9_0031Final.pdf) addresses disposition of property.

Asset Management Services processes requests related to the inventory including:

[Assest Relief Requests](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf)

[Asset Transfer Requests](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf)

[Off Site Use Permits](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)

[Addition of Equipment Manufactured or Assembled at the University](http://usfweb2.usf.edu/UCO/assetmanagement/Property-USF%20Form%203069.pdf)

Asset Management Services requests for assistance are handled through the [asset-help@usf.edu](mailto:asset-help@usf.edu) email address.

## Accountable Officers/Accountable Officer Designees are responsible for providing assistance to the Asset Management Services Representatives in the reconciliation of un-located equipment in their areas.

Content of Individual Asset Records – Each Asset record shall include the following information:

1. Identification number.
2. Description of item or items.
3. If available, Manufacturer, Model, and Serial Number
4. Physical location (the city, county, address or building name and room number therein).

Departments have queries available to pull information for Assets related to an entered Department ID. [Asset Listing by DeptID Query](http://www.usf.edu/business-finance/controller/documents/propertydeptassetquery.pdf) is a document detailing how to run the query.

# 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 $5,000 or more.

# Tagging New Assets

Asset Management Services places a barcode ‘tag’ on assets which have a total acquisition cost or donated value of $5,000 or more. In addition, Asset Management Services posts these assets to the FAST Asset Management Module.

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

* 1. Asset Management Services runs a daily FAST query, listing all new capitalized asset’s purchase orders vouchered for the previous day.
  2. The department or college representatives contacts Asset Management Services directly.
  3. Asset Management Services queries the Purchasing and Accounts Payable records on a monthly basis to locate assets which were not purchased through the appropriate method.
  4. Letter received from USF Foundation or USF Research Foundation for donated assets.

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

Asset Management Services cannot process off-campus permits, write offs or transfer requests for university assets until an Asset Management representative has tagged all applicable items listed on the Purchase Order/approved invoice/Foundation letter and the Asset has been processed and capitalized in the FAST Asset Management Module. Asset Management will return any submitted off-campus permits that list assets not yet tagged to the department that owns the equipment. The Department can resubmit the forms to Asset Management after the tagging process is complete. Relief Requests/Transfer Requests cannot be created until the Asset is available in the system for the electronic forms process.

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

1. 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.
2. Writing the Tag Number on the item(s) with an indelible pencil.
3. Writing the Tag Number on the item(s) with an etching tool.

The Asset Management representative records all pertinent data including the tag’s barcode number, room/location, manufacturer, model, 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 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 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 tagged yet or not, the designated Accountable Officer is officially accountable for the equipment when the department or college receives the assets.

# 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 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:

* 1. 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](http://www.usf.edu/business-finance/controller/documents/propertydeptassetquery.pdf) for instructions on accessing and running this query.
  2. After the initial inventory, Asset Management sends the Accountable Officer an “Un-scanned 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 un-scanned 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.
  3. The un-scanned 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](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)) is submitted to Asset Management Services ALN0147.
     3. An [Asset Transfer Request](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf) is submitted to Asset Management Services ALN0147 and an Asset Management representative is sent to the new location to scan the asset.
     4. An [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf) is submitted to Asset Management Services. *(BOG Regulation 9.0031)* If the write off is reporting assets as missing/un-located or stolen, you will also need to fill out the [Supplemental Form](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf).

Additional information on Forms and other Asset related information may be found here:

<http://www.usf.edu/business-finance/controller/accounting-reporting/untitled.aspx>

* 1. Assets that are still un-scanned 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 un-scanned assets. The assets will remain unresolved in the FAST Asset Management Module until the proper form(s) have been submitted to the Asset Management Services, signed by the Accountable Officer and, if the asset 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 Asset Management Review Board.

This listing is resolved through any/all of the following:

* + 1. The asset is located and scanned.
    2. An updated off-campus form ([USF Form #6028](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)) is submitted to Asset Management Services.
    3. A [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf) or a [Asset Transfer Request](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf) is submitted to Asset Management Services for approval by the USF Asset Management 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 assets is escalated to the Vice President (or designee) for resolution through the USF Asset Management 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.

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

# Asset Related Forms

**Paper Form Requirements:**

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)*

* 1. Name (*Typed or Printed*)
  2. Signature (*With a Blue-Ink Pen*)
  3. Requestor/Custodian Person Name (*Typed or Printed*)
  4. Requestor/Custodian Phone Number
  5. Requestor/Custodian Mail Point
  6. Requestor/Custodian Email
  7. Department Name
  8. Chartfield Combination (*One chartfield combination per form*)
  9. USF Bar Code Number (*Example-495,000123456*)
  10. Short Description of the asset
  11. Serial ID
  12. Location
  13. Condition will be considered good unless otherwise determined by departmental assessment or during Physical Inventory that this asset was Damaged/Impaired.
  14. Estimated Value of the asset
  15. Additional required information as described below under specific form instructions.

See below for additional required information. Contact Asset Management Services at [asset-help@usf.edu](mailto:asset-help@usf.edu) if you have questions.

Accountable Officers should sign all paper forms with a blue-ink pen. A scanned copy sent electronically with the original signature in blue ink will be accepted and send to Asset Management Services [asset-help@usf.edu](mailto:asset-help@usf.edu). If unable to scan in color, mail the original to Asset Management Services, ALN0147.

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.

Hazardous Material:

This requirement is for all types of requests. Assets classified as hazardous material must be deemed clean before you can proceed with your choice of transfer or relief from asset 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](mailto: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-**Julie Van Horn**

(813) 974-1106

[julie10@usf.edu](mailto:rdavidsmith@usf.edu)

OPM 100

Biological Assets:

Safety & Compliance Manager-**Farah Moulvi**

(813) 974-0954

[fmoulvi@usf.edu](mailto:fmoulvi@usf.edu) MDC 35

For disposal of or other changes in status of items with a donated value or acquisition cost less than $5,000, 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.

### Asset 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.

### Asset Relief Request

Asset Relief Requests are handled through an electronic online form. Links are provided to the documentation on entering the requests. Important additional information in regards to the process is located below the links to the request entry documentation.

[Asset Relief Request Entry](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf)

[Asset Relief Request Approvals](http://www.usf.edu/business-finance/controller/documents/amreliefrequestapprovals.pdf)

* 1. Before you can dispose of assets, advertise their availability on the [USF Property Listserv](mailto:PROPERTY@LISTSERV.ADMIN.USF.EDU) to other University departments for three consecutive days.
     1. If another department wants the asset, transfer it to that department using the [Asset Transfer Request](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf) online process. Ensure compliance with all University policies regarding asset transfers.
     2. If the asset remains unclaimed after the three days, you can proceed to the next step.
  2. 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.
  3. As stated in the documentation for the online forms some forms require certain steps/procedures to be followed. The detail information for each of the types of relief requests are listed below.
     1. **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) or 503 and after receipt of the asset a letter acknowledging receipt of the item(s).
     2. **Trade-In** – A vendor may offer you credit for your old asset with a value of $5,000 or more towards a new equipment purchase. Enter the Requisition or PO ID number for the new purchase in the appropriate field on the [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf). Attach a copy of the Requisition or P.O. to the request. 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.
     3. **eBid** - This is an online bid process conducted by the government surplus auction site [Public Surplus](http://www.publicsurplus.com/) and administered by the Department. 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](http://www.publicsurplus.com/) 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](http://www.publicsurplus.com/) with a picture of the asset 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](http://www.publicsurplus.com/) 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.

* + 1. **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 the original of this certification. Attach a copy to the electronic request, with a notation of the Asset Relief Request (PRR) number on it. Then have the Accountable Officer/Designee approve the form for final processing.
    2. **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 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 the original of this certification. Attach a copy to the electronic request, with a notation of the Asset Relief Request (PRR) number on it. Then have the Accountable Officer/Designee approve the form for final processing.
    3. **Vehicle Bid –**Fill out the request including Vehicle Make, Year, Vehicle VIN Number, and Odometer Reading. Your department must keep the original of this certification. Attach a copy to the electronic request, with a notation of the Asset Relief Request (PRR) number on it. Then have the Accountable Officer/Designee approve the form for final processing. After the write-off has been finalized, Purchasing will release the title upon notification of finalization by the requesting department.
    4. **Other** – This is used for all which are not mentioned above. Please refer to the documentation for the [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf) which details the various types of other requests and the requirements for them.
    5. **Un-located/Stolen** *–* These requests bypass the second Accountable Officer/Designee approval. When these are submitted it is required to attach a completed [Supplemental Form](http://www.usf.edu/business-finance/controller/documents/propertyformsupplem2.pdf) When the request is approved by the Asset Management Review Board the request does not go back to the department but proceeds directly to the Asset Management Services to complete the process of retiring the Asset in the FAST Asset Management Module.

### Asset Transfer Requests

The department transferring the asset enters an electronic transfer request. The detailed information for entering, submitting, and approvals for the Transfer Requests are located below:

[Asset Transfer Request Entry](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf)

[Asset Transfer Request Approvals](http://www.usf.edu/business-finance/controller/documents/amtransferapprovals.pdf)

### [Asset Report of Item Expense for Equipment Manufactured or Assembled at the University of South Florida-USF Form #3069](http://usfweb2.usf.edu/UCO/assetmanagement/Property-USF%20Form%203069.pdf)

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 FAST Asset Management Module.
  2. Prepare three copies of this form.
     1. Forward the original and one copy to Asset Management, ALN147.
     2. Retain one copy for your department files.
  3. Complete a Report of Equipment Manufactured and/or Assembled at USF. ([USF Form #3069](http://usfweb2.usf.edu/UCO/assetmanagement/Property-USF%20Form%203069.pdf))
     1. Enter the chartfield the equipment will be assigned to.
     2. Specify the Department Name, Physical Plant section or other area that manufactured or assembled the equipment.
     3. Enter a Contact Person name, phone number and mail point.
     4. For the above-entered chartfield, print or type the designated Accountable Officer, signature date and have it signed by this Accountable Officer.
     5. Enter the expense item details including PO#, description, acquisition date, acquisition cost, expense account used and quantity.
     6. Add up a costs and enter that amount in the total cost field.
     7. Enter the reason for the above expense purchases.
     8. Submit the properly completed forms to Asset Management, ALN147.
  4. Notify an Asset Management Services 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 may be tagged and placed in the FAST Asset Management Module.
  5. Submit the original form to Asset Management Services.

### [Asset Off-Campus Permit-USF Form #6028](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)

University assets 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 or more, you must submit the [USF Form #6028](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf) Off-Campus to Asset Management Services. Your department is responsible for tracking off- campus University equipment costing less than $5,000.

### 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 the 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.](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)
  3. ***Permits are valid for a maximum of one calendar year and must be renewed every January.*** 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 or more cannot be removed for any reason until a tag number has been assigned and affixed to the equipment by a Asset Management Services 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. Assets 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.

# 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:

* 1. 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.
  2. 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.
  3. 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.
  4. 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 or greater:

1. SOFTW (Off the shelf)
2. SOFTC (Customized software)

This software is not decaled but is tracked on the Asset Management module through assigned numbers that begin with 4950SW. When you want to dispose of software no longer used by your department, start by entering a [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf) to have it retired.

Submit the completed request to Asset Management Services for review. Once Asset Management and the Review Board have verified and approved the request the Accountable Officer/Designee will be notified by email. With this notification, your department can proceed with the disposal process of the software in compliance with all environmental regulations and software licensing agreements. Once the department has disposed of the software a letter/memo stating the department has disposed of the software and it will no longer be used must be attached to the request and the Accountable Officer/Designee must then approve the request for final actions to be taken.

# 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 the Uniform Guidance which establishes uniform administrative requirements for Federal grants and agreements awarded to institutions of higher education, hospitals, and other non-profit organizations. https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html

# FAQ

* 1. *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 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.

[**Asset Relief Request**](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf)Use this form to request approval to dispose of assets by means of donation, cannibalization, trade-in, surplus and e-bid. For un-located or stolen, use this request and the [Supplemental Form](http://www.usf.edu/business-finance/controller/documents/propertyformsupplem2.pdf).

### [Asset Transfer Request](http://www.usf.edu/business-finance/controller/documents/amtransferentry.pdf)

Use this 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](http://usfweb2.usf.edu/UCO/assetmanagement/Property-USF%20Form%203069.pdf) [University of South Florida](http://usfweb2.usf.edu/UCO/assetmanagement/Property-USF%20Form%203069.pdf)

Use this form to report assembled or manufactured assets for inclusion in the asset master file.

### [USF Form #6028 – Off-Campus Asset Permit](http://www.usf.edu/business-finance/controller/documents/propertyformoffcampus.pdf)

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

* 1. *Where are the Asset Forms not in FAST?*

<http://www.usf.edu/business-finance/controller/accounting-reporting/untitled.aspx>

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

[*Asset Listing by Dept ID Query*](http://www.usf.edu/business-finance/controller/documents/propertydeptassetquery.pdf) *provides instructions on running the query.*

* 1. *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 or more.
     4. Asset Management Services needs:
        1. The USF barcode decal number for the old asset if it was tagged.
        2. A copy of the return authorization from the vendor indicating they are replacing the asset as an “even exchange.”
        3. The serial numbers from the old and new asset.
        4. 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.
  2. *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 FAST Asset Management Module?*
     1. Submit [Asset Relief Request](http://www.usf.edu/business-finance/controller/documents/amreliefrequestentry.pdf).
     2. For the **Type of Request**, choose **Other** and then the appropriate option from the drop-down menu provided.
     3. Have the request go through all approvals processes and the finalization part.
     4. The receiving institution MUST provide a statement of acceptance of the assets.

# 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.

[DOD Guidebook for Contract Property Administration](http://dodprocurementtoolbox.com/cms/sites/default/files/resources/GFP%20Guidebook%20DEC%20Fomatted%2011122014.pdf)