

Relevant Contact Information

- **Property Control:**

URL http://facilities.illinoisstate.edu/facilities_management/property_control/

Phone (309)438-8773

Hours 8 a.m. to 4 p.m. Monday thru Friday

- **Central Receiving:**

Phone (309)438-8011

Hours 8 a.m. to 4 p.m. Monday thru Friday

- **Surplus Electronics Cage:**

Phone (309)438-3746

Hours 8 a.m. to 4 p.m. Monday thru Friday

- **Facilities Management iService Desk:**

URL <https://isd.ilstu.edu/>

Phone (309)438-5611

Hours 8 a.m. to 4:30 p.m. Monday thru Friday

- **Datatel:**

URL <http://accountingoffice.illinoisstate.edu/datatel/>

Phone (309) 438-2270

Hours 8 a.m. to 4:30 p.m. Monday thru Friday

- **Purchasing:**

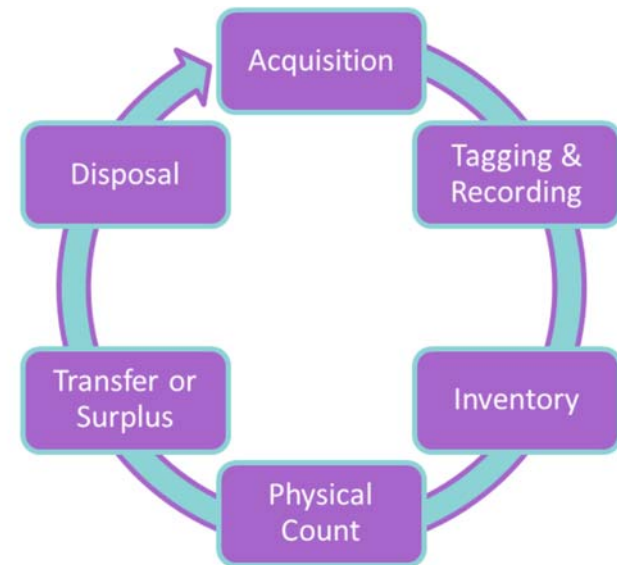
URL <http://purchasing.illinoisstate.edu/>

Phone (309)438-1946

Hours 8 a.m. to 4:30 p.m Monday thru Friday

Illinois State University
Inventory Management

Property Control Guide



Fixed Asset Management

Notes:

A large rectangular box with a purple border, containing 20 horizontal lines for writing notes. The lines are evenly spaced and extend across the width of the box.

Forms for Your Use

Donated Equipment Form is used to document the receipt of equipment that has been donated to the University.

NOTE: Donated equipment is required, by law, to be retained and used for a minimum of TWO YEARS. Do NOT Accept donations with a useful life of less than two years.

Equipment Transfer Form is used to indicate equipment being transferred among departments.

Equipment Location Change Form is used to communicate location changes.

Equipment Loan Request must accompany all equipment removed from Campus for business use only. A copy is also retained in Property Control and with the Departmental Steward.

Surplus Removal Request Form is used to list equipment being returned to the Property Control Warehouse.

Warranty Replacement Form is used to communicate when equipment is returned to the vendor for exchange, replacement, repair or credit.

Data Security

Illinois State University is required to adhere to the *Data Security on State Computers Act*. To remain in compliance, all surplus computers that are sent to Property Control are wiped clean of all data.

When data holding devices are lost or stolen, an appropriate staff member will be asked to verify the type of data that was on each device. This information is reported via the 'Data Sensitivity Assessment Form' which originates in Property Control. Copies are retained by Property Control and the Information Security Office.

The Illinois Administrative Code established the department of Central Management Services (CMS) to regulate the accountability and control of all state-owned property. Each State agency is required to maintain records of all real and durable personal property under their control and report to CMS. The Account Manager for Illinois State University is Lynn Ramsey.

The Property Control Department is assigned the responsibility of meeting the requirements of the Code. To comply with these requirements, each piece of property, subject to inventory, must be marked as University property with a unique inventory number and added to the University inventory system, Datatel.

Each piece of property is assigned a unique inventory number, and is associated to an administrative unit responsible for tracking the item's location and reporting to Property Control any changes in the item's status. When items are no longer of use to a department, they are considered obsolete and must be sent to Property Control. Property Control will determine whether the item is to be discarded, reissued to another department or sent to Springfield CMS warehouse. If a department wishes to use an item for trade-in, a proposal of the transaction must be approved by Property Control prior to finalization of the contract.

Property Control makes periodic reports to CMS to account for all University property. Additionally, all necessary documentation to account for all equipment must be retained and made available to both internal and external auditors.

**Property Control & Central Receiving
are both located in the
Warehouse Road Complex 1 Building (WRC1)
located at:
2016 Warehouse Road, Normal, IL**

Directions from Campus: North on Main St to Northtown Rd, Right (East) on Northtown Rd to Warehouse Rd, Right (south) on Warehouse Rd. The Property Control/Central Receiving Warehouse is located at the end of Warehouse Rd, just east of the water tower. Enter through the center north door and turn right once inside.

Equipment

Equipment is defined as tangible property, other than land or buildings, that is used in the operations of a business.

All equipment, regardless of the means by which it is purchased or acquired, becomes the property of Illinois State University. This includes donated/gifted equipment and equipment purchased with grants. Grants will be reviewed by Property Control to determine ownership.

Purchases: There are very specific rules, regulations and guidelines to follow when procuring equipment on behalf of the University. Please follow all guidelines set by the Purchasing Office for equipment purchases. Purchasing guidelines can be found at the following URL: <http://purchasing.illinoisstate.edu/>

Contact Purchasing at 8-1946 for further assistance.

Trade-ins:

All equipment trade-ins must be approved by the office of Property Control prior to the transaction. Equipment being traded must be of like nature to that which is being purchased.

Official University Shipping Address

Use this address for ALL shipments.

**Illinois State University
Your Department Name/Individual Name
Central Receiving
2016 Warehouse Road
Normal IL 61790**

Shipping to this address will ensure your equipment is received and tagged appropriately.

Please notify your Property Control Specialist immediately of equipment purchases that do not go through Central Receiving for processing.

Identification Tags

All equipment with a purchase price of \$500 or more meets the criteria to be tagged and tracked by the office of Property Control.

Equipment with a purchase price of at least \$100 but less than \$500 that is considered (by Property Control) to be at high risk for theft also meets the criteria to be tagged and tracked. The list of equipment considered to be high risk for theft is subject to review and, therefore, is fluid and unfixed. **(Purchase price includes shipping costs.)**

Tag Placement

Placement of tags by Property Control meets and is in accordance with Central Management Services and, therefore, should not be removed or relocated on the equipment.

Tag Types & Uses

Illinois State University 6 Digit Bar Coded Tags are applied to all equipment that is reportable to the State of Illinois Department of Central Management Services. This includes equipment with a purchase price of \$500 or more and all equipment deemed as High Risk for theft by the office of Property Control.

Property of Illinois State University Tags are applied to all equipment/property that does not meet the criteria of the bar coded tag and is not reported to the State of Illinois Central Management Services.

Departmental 9 Digit Bar Coded Tags are available to individual departments. These tags can be used for any and all items within the department. The department may apply these tags and track them at their own discretion. Departmental tags are optional, are for the sole use and purpose of the department, and can be used in conjunction with Property Control tags. Departmental tags include the department name and a 9-digit number (part of which is exclusive to the department). Contact Property Control for more information or to request these tags.

****Certain equipment or inventory is such that applying a tag is impracticable. This equipment will be marked and/or tracked using an alternative method.**

Annual Physical Inventory

Per the State of Illinois Central Management Services, Illinois State University must conduct an annual physical inventory of all fixed assets.

To achieve an annual physical inventory of the entire University, each department will receive a current listing of their inventory(s). Each department is responsible for physically locating each item on their inventory list, updating any information on the list, noting any additional inventory that is not on the list, signing and returning the inventory to the Office of Property Control by a specified date. The information received from each department will be analyzed, processed and reported to the Central Management Services for review.

'Unfound Inventory Statements' will be sent to all departments who cannot locate inventory. Upon receipt of an Unfound Inventory Statement, departments are strongly encouraged to make another attempt to locate the item(s) exhausting all possibilities to locate the unfound equipment. Once all attempts to locate have been made, the department must complete the Unfound Inventory Statement by either indicating the item has been found or by providing an explanation as to why the equipment cannot be located. The form is then signed and returned to Property Control for filing.

Important Information Regarding the Annual Inventory

The inventory listing is sent in Excel and is in tag number order. You may wish to sort your listing by building and room number. If you sort the listing in any manner, be sure to sort it back to tag number order prior to returning the listing to Property Control.

Look in all rooms assigned to or used by your department. Check off equipment on your listing as you locate it. If equipment is located in a different room than what is on the listing, be sure to note the location change in the appropriate section of the inventory listing.

If *reportable** equipment items are found that are not on the inventory listing for your department, please list this equipment at the end of your inventory listing in the section marked 'Additional Inventory Not Listed'.

**Reportable equipment: Purchase Price of \$500 or more

High Risk for Theft (see listing on web site)

Equipment

All University property is subject to scheduled and unscheduled internal and external audits. Be prepared to provide all inventory for verification.

Donated: Any and all equipment donated to Illinois State University or purchased with donated funds becomes the property of Illinois State University and will be tagged and tracked as such. A 'Donated Equipment Form' must be filled out for all equipment donated to the University. Please notify Property Control when equipment is being donated to your department. 'Donated Equipment Forms' can be obtained from Property Control or on our web site.

NOTE: Donated equipment is required, by law, to be retained and used for a minimum of TWO YEARS.

Location: Current and accurate locations of equipment must be maintained in the inventory system. **This includes both building and room locations.** Notify your departmental Inventory Steward and Property Control of all location changes. Location changes can be reported to Property Control using the 'Equipment Location Change Form'.

Transfers: All equipment transferred from one department to another must be reported to Property Control and to the department Inventory Steward and Fiscal Agents of each department. Location updates must be made in Datatel. To ensure the inventory change is made, complete the 'Equipment Transfer Form' and return it to Property Control.

Warranty Replacements: Report all equipment to be warranty replaced to Property Control *before* returning the equipment to the vendor by completing the 'Warranty Replacement Form' which can be found on our website. Be sure to remove the Illinois State University bar coded property tag prior to sending the equipment to the vendor.

Theft: All equipment that is stolen must be reported to the appropriate authorities, including the University Police Department. Always request a copy of the Police Report be sent to the Property Control Office. Report the stolen equipment to the Fiscal Agent and to Property Control.

Surplus Equipment

Surplus Equipment: Surplus equipment is equipment that is no longer needed or used by a department. In other words the equipment is obsolete to that department. Retaining obsolete equipment is prohibited and may result in an audit finding for the University. Any and all surplus equipment, including that which contains hard drives and media storage, must be returned to the Property Control Warehouse.

Surplus Removal...

To have surplus equipment removed from your area:

1. Submit a Work Request through Facilities' iService Desk.
2. Complete a Surplus Removal Request Form and submit through Facilities' iService Desk.

Surplus equipment is moved around campus by the Facilities' Movers. There may be a fee associated with the Facilities' Movers services. Contact Facilities Work Management for more information.

Surplus Acquisition...

Surplus equipment is available at the Property Control Warehouse for reissue to departments. There is no charge for the equipment; however, there may be a delivery fee. Contact Facilities Work Management for more information on moving fees.

Surplus equipment can be viewed between the hours of 8:00 am-12:00 pm & 1:00 pm-3:30 pm Monday thru Friday at 2016 Warehouse Road, Normal.

Surplus equipment deliveries to departments from the Property Control Warehouse are done by the Facilities Movers. To have surplus equipment delivered to your department complete a Work Request at the Facilities iService Desk.

Disposal: All equipment must be disposed through the office of Property Control. Equipment no longer needed or used by a department becomes surplus equipment and must be treated as such. Do not place any equipment into a garbage receptacle. Contact Property Control for special circumstances or if you have questions regarding disposal of items.

Equipment Loans

With appropriate and prior approval, University employees can remove equipment from campus when the equipment is used for University business. A 'Property Control Equipment Loan Request' must be completed for each piece of equipment removed from campus.

Copy of 3-Part Loan Request

SEPARATE FORM MUST BE USED FOR EACH ITEM.

Property Control Equipment Loan Request

ISU Tag # _____

Equipment Description: _____

Location of equipment during loan: _____ Office Bldg & Room _____

Duration of loan: From _____ To _____

Borrower: _____ Date: _____
(signature) (print last name)

Approved by: _____ Date: _____

Department: _____

Returned: _____ Date: _____

Removal of university equipment from campus requires this completed and approved Property Control Equipment Loan request.
 NOTE: When traveling with loaned equipment, keep pink copy of this form with you.

White—Property Control
 Yellow—Department Copy
 Pink—Borrower's Copy

Three-part paper copies of the 'Property Control Equipment Loan Requests' can be obtained from Property Control. When using this form, 1 copy is on file at Property Control, 1 copy is on file with the Departmental Steward and 1 copy remains with the borrower. Contact Property Control to obtain a supply of these hard copy Loan Requests.

The Property Control Equipment Loan Request can also be completed online from the Property Control website. Upon completion and submission of this electronic form, Property Control will receive a copy electronically. When using this online form, be sure to print a copy for the Departmental Steward and for the borrower.

****NOTE**** Equipment that is on loan to a faculty or staff member MUST be physically verified by the departmental steward during the annual physical inventory. Individuals who have borrowed equipment are required to bring the equipment in for physical verification during the annual inventory and/or upon request.