

INVENTORY CONTROL & SURPLUS PROPERTY

UNC CHARLOTTE

POLICIES, GUIDELINES, PROCEDURES & FORMS

PURPOSE

The purpose of this section is to outline the basic procedures for the disposition of University owned surplus property in the most efficient manner possible, and in accordance to state guidelines. Surplus property is defined as any property that has been determined to no longer have use or value to the owning department.

GENERAL GUIDELINES

Inventory Control & Surplus Property (ICSP) is a division of Materials Management and is responsible for removal of equipment and assets that are not longer needed, or have been determined to have no further use by the owning departments. Once ICSP has ownership of these assets then decisions are made in regards to providing their best future use. This may involve one of the following:

- The equipment may be transferred back to campus to another department for further use.
- The equipment may be placed on the State Surplus Website for bid.
- The equipment could be determined to have no value and will be recycled if possible in accordance to state guidelines.

Property may be transferred between campus departments with proper completion of the Equipment Disposition/Transfer Form. Once the form is fully completed it is forwarded to ICSP where it is logged into the database. After the equipment is picked up, the completed copy is then forwarded to Financial Services.

If equipment is being replaced with a similar item there should be a determination made as to whether a trade-in would be more beneficial than surplusing the asset. This is submitted on a Trade-In Approval Form, and signed off by the Director of Materials Management (Randy Duncan) and the State Surplus Property Officer (Randy Lee).

Should surplus be deemed to have no value, either through the State Bid Process or back-to-campus use, then the best alternative is to have it declared disposable. Before equipment can

be disposed of, a Disposal Approval Form must be completed, with a justification included, and submitted to the State Surplus Property Officer for approval. If approved, the material must be disposed of according to state guidelines.

Any computers that are to be surplusd must have all software and data files erased with a departmental representative's signature as verification.

PROCEDURES

It should be noted that any University owned property that has been determined to be surplus must be surrendered to ICSP Department. The disposition of this equipment will be determined by ICSP, and not the owning department.

General surplus items will be picked up by Surplus only after a surplus (Equipment Disposition/Transfer Form has been received. Surplus can be delivered to the Surplus Warehouse (HPW) by the department if ICSP is given advance notification.

ICSP cannot pick up items that cannot be moved safely. Departments will be responsible for getting these items to the Surplus Warehouse.

Equipment placed for bid on the State bid site: www.ncstatesurplus.com is available for sale to the public on a sealed bid basis.

Proceeds from these sales are deposited in the University General Fund, and in the accounts that are due a return from the sale of their equipment.

FORMS

The Fixed Assets/Equipment Disposition form should be filled out in its entirety and either faxed to or sent by campus mail to Inventory Control and Surplus Property (ICSP).

Instructions for completion of form:

- 1) For each item surplusd or transferred, fill out all information for the item, including inventory tag # and serial # if available.
- 2) If computer equipment is being surplusd or transferred, check either yes or no if computer equipment has been wiped with information erased. If yes, please give name of person who wiped computer and the date it took place. If no, please make arrangements to have files erased on each computer component.
- 3) Check off what purpose the form will serve (ex: surplus, transfer, stolen, cannibalized for parts, missing inventory tag, etc...) and any other information required for that purpose of the form.

- 4) Fill out each block under the owning department, and have the department head sign.

For Surplus:

- 5a) Fax or campus mail the completed form to ICSP.

For Transfer in or Between Departments:

- 5b) The receiving department or individual should completely fill out the Receiving Department section at the bottom of the page before faxing or campus mailing the form to ICSP.

For Stolen Assets:

- 5c) Attach a copy of the Campus Police Report to the form, then fax or campus mail the completed form to ICSP.

EQUIPMENT INVENTORY MANAGEMENT SUMMARY

Computerized information is maintained on all University-owned equipment with a purchase cost of \$5000.00 or more and expected life of one or more years. Such items as permanent fixtures of buildings and supply or expendable items are excluded. Every item of University-owned equipment meeting the criteria above is assigned a University asset number and entered into the owning department's inventory that also includes: equipment description, custodian, location, manufacturer, serial and model numbers.

In those cases where the location of an inventoried item permanently changes, or the item is lost, stolen or becomes obsolete (surplus), the Department Head is required to complete an Equipment/Transfer/Disposal Form and send the form to the ICSP. These forms are logged into the ICSP database, and a numbered copy is emailed to Financial Services, and to the department upon completion. All departments are required to retain these copies for future reference if needed.

A complete physical inventory is taken by the Inventory Control & Surplus Property Department on an annual basis with any changes, or updates noted. Upon request, any department will be provided a current listing of their equipment so that internal checks can be made. At the completion of the inventory cycle, each department reviews and signs off on the updated inventory that has been verified. It should also be noted that each department should have a primary contact that maintains and updates information not only on the assets that are University tracked, but also equipment that falls below the \$5000 threshold.

A new photo data base is now being utilized to further insure even more accurate inventory identification, and will encompass all assets purchased at \$5000 and above. This provides a more complete record of all equipment, and can help with finding and identifying hard to find equipment.