

**HANDBOOK
OF
SUNY AND RESEARCH FOUNDATION
PROPERTY CONTROL POLICIES
AND
SUNY ESF PROPERTY CONTROL PROCEDURES**

PROPERTY CONTROL SERVICES DEPARTMENT

STATE UNIVERSITY OF NEW YORK

COLLEGE OF ENVIRONMENTAL SCIENCE & FORESTRY



**State University of New York
College of Environmental Science and Forestry**

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[Introduction to the Property Control System](#)

The Property Control System (PCS) is a computerized inventory system used SUNY-wide for the purpose of tracking State and Research Foundation equipment. It is administered by the State University of New York System Administration.

The Property Control system (PCS) was developed to provide uniformity in property accountability throughout the SUNY system, as determined by SUNY System Administration, the State University Construction Fund, the Division of the Budget, and the Office of the State Comptroller.

The PCS is a database containing specific information about all SUNY equipment valued over \$5,000 and having a useful life of two or more years. It includes items purchased from State operating funds, Research Foundation grants, Income Fund Reimbursable (IFR) accounts, and items received as gifts to the College.

The PCS is designed to provide a reliable means of maintaining data regarding the assets acquired by the State University System. The primary control within the PCS is the asset number that is assigned and affixed to all equipment.

The objectives of the PCS are as follows:

1. Property control and accountability in compliance with Audit and Control Requirements;
2. Improved equipment utilization through control and identification of property that is surplus or underutilized;
3. Database for physical and fiscal requirements of the campus administration;
4. Asset accountability for increased security against loss of equipment;
5. Basis for projecting and budgeting for future capital replacement equipment.

[Property Control Office](#)

The PCS is designed to provide an accurate inventory of assets at SUNY ESF and to facilitate accountability, utilization and security. It is the Property Control Office's responsibility to coordinate those efforts with the campus departments.

The Property Control staff will:

- Record all data on campus equipment with a value of \$5,000 or more after release to the location unit;
- Perform the periodic inventory (one complete inventory every 2 years) of equipment subject to the PCS as required by Audit and Control; and
- Act as liaison with departments to assure compliance with PCS requirements.

General Definitions

EQUIPMENT:	Any item of manufacture which is durable, has a life expectancy of two or more years, and is not consumed in the course of use.
ASSET:	Refers to owned equipment, often meaning those items which are listed on the PCS.
OWNER:	While it is recognized, with few exceptions, that the title to all assets is held by the State of New York, for the purpose of inventory control and accountability, "owner" shall be defined as that departmental entity which is the ultimate user or controller of the asset.
RESPONSIBILITY:	Refers to the person or department which is in charge of the equipment, which operates and maintains the equipment, which is expected to pay expenses and/or replacement costs for that equipment. Indicates accountability for the equipment.

Assets Recorded on the PCS

1. **State Assets**

All state-owned equipment having an original unit cost of \$5,000 or more, including freight and installation costs if applicable, and a life expectancy of two or more years is recorded on the PCS.

State assets include equipment acquired from:

- State funding source (e.g. operating, operating replacement, income fund reimbursable (IFR), capital funds, etc. as listed on a New York State purchase order);
- Items purchased via corporate credit card or other method not involving a purchase order;
- Fabricated equipment
- Donations or gifts to the campus as transferred via the ESF College Foundation; and
- Equipment purchased using non-State funds but with State equipment as a trade-in.

2. **Research Foundation Assets**

Research Foundation assets are the property of the Research Foundation for use by the Principal Investigator (or Project Director). Ownership remains with the Research Foundation.

- Research Foundation assets with a unit cost of \$5,000¹ or more, including freight and installation costs if applicable, will be added to the PCS and identified on the PCS as RF equipment.
- Assets will be tagged with a decal identifying ownership with the Research Foundation.

¹ Unless required by the sponsor to be inventoried at a lower monetary level.

3. **Equipment on loan from another institution**
4. **Leased equipment**

Exclusions from the Property Control System

- Personal Property
- Supplies
- Library books and livestock
- Land, buildings, site improvements
- Built-in (group 1 and 2) equipment

Equipment Receipt Procedures

Equipment acquired by the campus valued over \$5,000 with a useful life of two or more years must be recorded on the PCS and “tagged” with a bar-coded label displaying an “asset” number. All equipment recorded on the PCS must be inventoried and accounted for annually by the department.

Notification is unnecessary for State or RF owned equipment processed through the Purchasing Department. In this case, a copy of the purchase order on file in Purchasing is sufficient notification and requires no additional action by the user department.

Equipment received outside of the purchasing process such as: Visa procurement card transactions, donations (or gifts), equipment on loan or transferred from another SUNY agency, State or Federal surplus acquisitions, and special grants must be reported to Property Control at 470-6898. If the cost or original value is more than \$5,000, copies of the paperwork showing the receipt need to be forwarded to the Property Control Office.

Items of equipment that do not meet the cost criteria for inclusion in the PCS (any equipment more than \$500 but less than \$5,000) should be identified as State or RF property and be attached with a generic campus asset tag (55Z). These asset tags are available to all campus personnel from Property Control.

Tagging of State Property

After the equipment arrives on campus, Property Control will attach a bar-coded decal to each item which meets the criteria for inclusion in the PCS. Equipment with a lesser value will have a generic campus ownership tag.

When feasible, decals should be affixed as soon as the property is received. A PCS Record cannot be made for an item until it has been tagged with a decal. In general, the tag should be attached to the item so it can be inventoried without moving an item. Caution should be taken to ensure that the number is not attached to a part of the item that can be easily detached. Decals should be placed so that they are easily visible and accessible for subsequent inventory and audit procedures. Decals should also be placed where they will not be damaged.

Departmental Responsibility

While it is recognized, with a few exceptions, that the title to all assets is held by the State of New York, for the purpose of inventory control and accountability, an “Owner/user department” shall be defined as that department entity which is the ultimate user of the asset. **Accountability for equipment rests with the department head and his/her staff.**

Inventory

The New York State Accounting System User Procedures Manual directs that each State Agency conduct a periodic inventory of equipment assigned to it. At the College, each department is required to maintain control over all assets under its stewardship. The Property Control Office will conduct inventories of assets and will notify departments when assets assigned to them are scheduled to be inventoried. Changes affecting property condition or location should be reported to the Property Control Office as they occur. The Property Control Office will provide each department with a listing of its equipment annually.

Up-to-date inventories are necessary to:

- Establish property control and accountability in compliance with the rules and regulations as established by the Office of the State Comptroller and the State University Research Foundation;
- Establish a basis for projecting and budgeting asset replacement acquisitions;
- Establish accountability for increased security against pilferage of vulnerable assets; and
- Establish a basis for projecting future budgets in support of assets for new or renovated facilities.

Assets Which Are No Longer Needed or Used

Assets that are no longer used or have no further utility within the department for which they were originally obtained are to be reported as surplus to the Property Control Office. However, prior to declaring the asset (s) as surplus, departments are encouraged to check with other departments to see if anyone can use the item(s). If you find someone who wants your asset and their department heads approve of the transfer, complete the Equipment Transfer Form (Appendix B) and Property Control staff will prepare a Work Request to have the assets moved.

If there is no interest by other departments for the asset(s), please send an email to the Property Control Office, dsnyder@esf.edu, and include the following information: asset tag#(s) if any, condition of equipment, location (room# and building) and name of last known user.

In order to have equipment that is in the process of being declared surplus removed as quickly as possible—prior to final surplus—make sure to do the following:

1. Have all miscellaneous non-related items found in or on the equipment removed;
2. Secure any loose parts;
3. Drain any reservoir and remove any liquid ink and/or chemicals – contact the Environmental Health and Safety Office at 470-6896 for proper procedures;
4. Ensure that the equipment is free of any and all hazardous materials – contact the Environmental Health and Safety Office at 470-6896 for assistance;
5. Ensure that the equipment is free of any and all radioactive materials – contact Mark Driscoll at 470-6848 for assistance;
6. Submit a Work Request (via the Maintenance Direct web application) <https://login.schoolde.com> to have equipment that is too large or affixed to the building disassembled or disconnected and;
7. If there is refrigerant in your asset, do a Work Request (via the Maintenance Direct web application) <https://login.schoolde.com> to have it removed safely.

Note: The responsibility for the surplus equipment remains with the using department until the asset has been removed. Any costs related to the movement or disposal of an asset shall be borne by the owning department.

Upon receipt of notice of surplus equipment, Property Control will perform one or more of the following functions:

- If the **asset is simply going from one department to another**, Property Control will make note of the asset number and update the PCS with its new location and department.
- If the **asset is computer-related**, please contact the HelpDesk directly. The Computing and Network Services Department will forward all necessary information to the Property Control Office.
- If the **asset is surplus and is in “fair” or better condition**, Property Control will canvass the campus to attempt to locate a new home for the asset. If successful, Property Control will complete a Work Request (via the Maintenance Direct web application) to have the asset moved to its new location. When the Work Order is complete, Property Control will update the asset’s status on the PCS.
- If the **asset is in “poor” condition or worse** and has been declared as surplus by the department, Property Control will prepare a release for disposal of the asset be it State or RF (see Appendix C and Appendix D respectively) with the last known user. Once the appropriate form has been completed and approved, Property Control will submit a Work Request for removal of the asset (s) from campus. **Please note the department must secure the equipment in a locked room and not place it on the loading dock/trash area or in the hallway.**
- If the **asset is in “fair” or better condition and no other department wants the asset**, Property Control will query other SUNY campuses to see if there is interest in the item(s). If there is interest, Property Control will assist the department with creating/processing the necessary paperwork to transfer the asset to the campus desiring to take ownership and update the PCS to

reflect the transfer ownership. If no other campuses express interest, the asset will be declared as surplus to the State and moved to the Property Control storage area.



IMPORTANT NOTICE! Under no circumstances are assets under the jurisdiction of SUNY ESF to be permanently removed, scrapped, or destroyed without prior written approval from the Property Control Office. SUNY ESF's Property Control Office reports all missing property to the University Police Department for investigation. This includes property that is missing, stolen, improperly disposed or removed from State property without proper authorization.

Storage of Assets

On occasion, usable assets require storage for a period of time. Departments must plan on storing their own equipment within their departmental space. It is the responsibility of the department to notify Property Control when and where an asset is placed in storage.

Equipment Security

It is the responsibility of each department head to stress the importance of building and room security to all members of the department (faculty, staff, and students). Guidelines addressing room and asset security should be established and practiced within each department.

Essential elements of asset security are:

- Maintaining adequate key controls of areas within each department;
- Inventory records of keys;
- Conducting periodic building surveys so that access to restricted areas is limited only to those who are authorized to use the area; and
- Controlling assets on loan by utilizing the Temporary Loan of Equipment Form (Appendix E).
Departments should maintain records of what is loaned and to whom. In the event an item is stolen, this information can be shared with University Police when reporting the theft.

Equipment Off-Campus

The State of New York and SUNY System Administration have long recognized that there are many legitimate reasons for faculty and staff to remove College property from the campus for work-related functions. All College property, regardless of value, that is removed by faculty and staff for work-related functions must be identified on a Temporary Loan Equipment form (Appendix E). Any property removed without proper authorization will be regarded as theft.

The borrower is responsible for:

1. Completing the form and obtaining the approval signature of the immediate supervisor at the department Chair level and Dean/Vice President;
2. Acknowledging responsibility for the equipment, including repair/replacement costs if deemed necessary; and
3. Sending the original copy (with signatures) to Property Control, keeping a copy with the equipment, and supplying the department office with a copy.

The Department Chair is responsible for:

1. Approving and accepting responsibility for the use of departmental equipment at an off-campus site by departmental personnel;
2. Maintaining information in the department by tracking all equipment located off campus;
3. Annually reviewing all off campus records to verify accuracy and necessity (i.e., "Does he/she still have it off campus? Does he/she still need it?");
4. Promptly notify Property Control by signing the return portion of the Temporary Loan of Equipment form when the equipment is returned to departmental control.

Property Control is responsible for:

1. Maintaining and tracking data on equipment which is off-campus;
2. Reviewing the off-campus records and consulting with the department when the off-campus equipment record has extended beyond the planned time limit; and
3. Updating and closing the record when equipment has been returned to campus.

Assets on Loan

To other Institutions:

The State recognizes the need and legitimacy to temporarily loan assets to other institutions. A memorandum must be sent to the Property Control Office reporting the assets on loan. The memo must be on departmental stationery signed by the departmental chairperson and/or the vice president, and must include the time period of the loan. The individual who will be responsible for the asset at the "off-campus" location must be noted in the memorandum. Property Control will list the new location of the asset on the departmental printout and will change the status to "2" (on loan).

To the College:

Property Control is required to identify on the Property Control System equipment that is loaned to the College from an “outside” source. Since the College is held responsible for theft or damage to the equipment, it is important to have the equipment properly identified and recorded. Once the equipment has been returned to the lender, it will be removed from the College inventory. Copies of all pertinent loan documentation must be furnished to Property Control.

Transferred Assets

To another institution:

No State-purchased asset may be transferred to another **non-SUNY** unit on a permanent basis. Transfers within the SUNY system are permitted.

From other State agencies:

The Office of General Services in Albany controls the transfer of surplus assets from one State agency to another. Departments or individual faculty members who are aware of and interested in obtaining such assets must contact Property Control for processing of the transfer documents. The Office of General Services will **not** allow the transfer of assets from one agency to another until the acceptance by the receiving agency has been approved.

Donations or Gifts to the College

When an item is being given to the College or a specific department at the College, it must be formally accepted by the ESF College Foundation, Development Office. The ESF College Foundation should be consulted as early in the process as possible and prior to making any commitments to accept any gifts.

The following must be forwarded to the ESF College Foundation:

1. The approximate market value of the gift;
2. A general description of the gift;
3. Any restrictions attached to the gift; and
4. Any correspondence or documents from the donor or from the estate attorney if a bequest is involved.

Proposed gifts and bequests to SUNY ESF should be initially reviewed to determine that any restrictions or limitations governing the gift or bequest can be met by the College. It is unacceptable for the College to accept unwanted equipment in addition to desired equipment as part of a package deal (the College will generally not accept responsibility or costs for the disposal of someone else’s junk). The Department Chair, if not the recipient, must verify that the equipment is of value to the College and the gift must be found to pose no safety or health risk to the campus. If the Department Chair is the recipient, this verification is referred to the Provost or Vice President for Administration.

Any equipment gifted to the College and accepted by the ESF College Foundation becomes the property of the Foundation, even though the equipment may reside within a College department. Once the ESF College Foundation officially transfers the equipment via the SUNY Board of Trustees, then the equipment becomes State property and needs to be added to the PCS if valued over \$5,000.

Fabricated Assets

When assets are constructed by assembling materials and parts that are purchased from several purchase orders, it is the department's responsibility to notify Property Control of the existence of the asset as well as include direct labor and overhead rates used to construct the equipment. Copies of all purchase orders used to purchase parts used to assemble the asset must be furnished to Property Control so the asset can be added to the Property Control System.

[Appendix A: Frequently Asked Questions \(FAQ\)](#)

- Q.** I have some items I wish to keep, but I want you to store them for me. Can you do this?
- A.** No. We have very little storage space available, and anything we store would be available for any department on campus. Any items that you wish to keep need to be stored within your departmental space.
- Q.** I think my computer was stolen. What should I do?
- A.** If this happened on campus, call University Police. They will send an investigator to confer with you and take a report. The officer will need to know the make, model, and serial number of the computer as well as the particulars of the incident. If the loss occurred while off-campus, contact the local police and obtain a copy of the police report for University Police.
- Q.** As in the previous question, my computer has been lost. Was it covered by insurance?
- A.** The State of New York is self-insured. That means that any replacement would come out of your departmental funds. Insurance is generally available, at low cost, for equipment purchased as part of grants administered by the Research Foundation. Refer any questions to insurability of RF equipment to the Research Office.
- Q.** May I give surplus items to another department?
- A.** Sure. Providing the other department wants those items. Just fill out the Equipment Transfer form (Appendix B), including appropriate signatures, and send it to Property Control.
- Q.** When one of my professors came here to teach, he brought several items with him. Now he wants to get rid of them. How do I handle that?
- A.** We are a State agency, and as such can operate, transfer, and dispose of only State-owned equipment. From what you have said, it sounds like these items were given to this professor (or he bought them himself) and were not given to the department (that would have been processed via the ESF College Foundation). These items are the personal property of this professor. We cannot dispose of them.
- Department Chairs should be cognizant of the need to address the disposition of personal property at the time that employee retires or voluntarily separates from employment.**

- Q.** Our department has been given some equipment as a gift. Do I tell you?
- A.** Yes, but you also have to contact the ESF College Foundation in the Development Office as they administer and accept any gifts to a department or the College. Property Control will tag the equipment based on the estimated value.
- Q.** I've got some equipment listed on the inventory that I know is no longer here in the department. Since I don't want this to keep showing up on the inventory, what do I do?
- A.** Write us a memo. Include in this memo specific information regarding the asset(s) and explain what you know or have found out that gives us a reason to retire the asset. Note: the word "gone" on an asset printout is insufficient; it does not give any explanation. The Chairman's signature on this response makes it official and allows Property Control to act on the information.
- Q.** I'm planning on buying some new equipment, and I'd like to trade in my old. Can I do this?
- A.** Wonderful! Not only are you saving money on your new purchase, but also getting additional value out of your old equipment. Be sure to clearly describe your trade-in item on your requisition so that Purchasing is aware and can include this information on the purchase order.
- Q.** When I review your inventory sheets for my department, I am finding bar-coded items present in the department that are not listed on the sheets. What is happening?
- A.** At the time we started placing bar-coded asset tags on equipment, the cost threshold for adding assets to the Property Control System was lower. When the minimum value was raised to \$5,000, any asset with a lower value was purged from the PCS. We have not considered it cost-effective to locate each bar-coded tag with a value under \$5,000 and replace the bar code.
- Q.** My chair is broken and I just received a new one. Can I put it out in the hallway so somebody can take it away?
- A.** No, obstructing a corridor is a serious violation of the NYS Building Code, NYS Property Maintenance Code and NYS Fire Code. This demonstrates an indifference to health and safety and cannot be tolerated by the Physical Plant or the Office of Environmental Health and Safety. This action could also subject the College to citations and fines by the NYS Office of Fire Prevention and Control. Neither is it showing proper departmental responsibility for their furniture and equipment. The best answer is to leave it within a room in the department and send an email to the Property Control office to have it removed.
- Q.** I just saw some equipment on the loading dock with a note saying "trash." Can I take them home?
- A.** No. They are still State property. Please contact the Property Control office who will handle the removal of this equipment properly. Building tenants should never take it upon themselves to move unwanted equipment to loading docks or trash rooms

without specific authorization. Equipment that turns up “missing” as a result of such action will be subject to investigation by University Police.

- Q.** I have some old items in our storage which I no longer use? I know of a church group that could use them. Can I donate them?
- A.** Send all donation requests to the Property Control office via email with the following information: what items are to be donated, where are the items going, are the items no longer usable or needed by anyone on the campus and are any ESF employees affiliated with this organization. All requests will be submitted to SUNY System Administration for further approval.
- Q.** How do I get something for my department that might be available in College storage? Can I go look and see what you have?
- A.** Sure, just call us and arrange an appointment. However, at this time we don't have much in storage as we try to find homes for usable items as soon as the items come available. We are sending emails with attached photos of available items to all departmental secretaries on a routine basis, and hopefully this is helping departments find items they want as soon as the item is available.
- Q.** I just received a new laptop, and I'm planning to use it both in the office and also evening/weekends at home. Do I need to do anything?
- A.** Yes. Make sure that you inform the Property Control office so an inventory tag can be placed on the laptop before it is taken off campus. Also notify your department chair and/or secretary so they know where the equipment is located.
- Q.** The laptop I'm using was "given" to me by the department. When I leave I want to take it with me. Can I?
- A.** No. We are a State agency, and any equipment purchased belongs to the State, and can't be given away, or taken. When you leave, it needs to be returned to your department.

Appendix B: Equipment Transfer Form

SUNY College of Environmental Science and Forestry
Physical Plant and Facilities
Property Control Department

Equipment Transfer Form

ASSET NUMBER: _____ DESCRIPTION: _____

DEPARTMENT: _____ LOCATION: _____
BLDG. ROOM

TRANSFER TO:

DEPARTMENT: _____ LOCATION: _____
BLDG. ROOM

TRANSFERRED BY: NAME: _____ DATE: _____

DEPARTMENT: _____

Appendix C: State Equipment Surplus Form

SUNY College of Environmental Science & Forestry
Physical Plant and Facilities
Property Control Department
ASSET DISPOSAL FORM

Campus **SUNY ESF** Bldg _____ Room _____ Date _____

Asset No.	Description	Model No.	Serial No.	Acq. Cost

Reason for Request:

Surplus:

Other

The property listed above is no longer required by this user and user declares that such listed property does not contain hazardous waste, pesticides, or radioactive materials.

Status Change Approval	
Primary End User Signature _____	Date _____
Department Head Signature _____	Date _____
Campus Business Officer _____	Date _____
Property Control Coordinator _____	Date _____

Appendix D: RF Equipment Surplus Form

PROPERTY STATUS CHANGE REQUEST

Operating Location: SUNY ESF Date: _____

The Research Foundation (RF) of SUNY holds title to the equipment listed below. Such equipment was purchased from the RF award(s) indicated. Please discuss this request with the RF Campus Administrator **before** any action is taken.

Award Number	RF Asset Number	Description	Cost

Reason for Request:

Transfer title to SUNY or institution: _____

Return to Sponsor: Date: _____ Sponsor: _____

Obsolete/Scrap: (please explain) _____

Operable-not needed: (reason) _____

Sale of equipment: Date: _____ Amount: _____

Other: _____

Transfer Approvals:

PROJECT DIRECTOR(requestor):	DATE:	*RF CAMPUS ADMINISTRATOR(approval):	DATE:
DEPARTMENTAL CHAIRMAN(approval):	DATE:	RF OPERATIONS MANAGER(approval):	DATE:
**PROPERTY CONTROL OFFICER:	DATE:	*Note: The RF Campus Administrator's signature confirms that the sponsor does not want the equipment. **Note: The Property Control Officer's signature indicates that the equipment removal is complete.	

Appendix E: Temporary Loan of Equipment Form

SUNY ESF
PROPERTY CONTROL OFFICE
TEMPORARY LOAN OF EQUIPMENT

Equipment may be removed from campus only for instructional, research, or administrative purposes. Use for personal reasons is not permitted.

Equipment to be used:

1. Description: _____
2. Asset Tag Number: _____ 3. Manufacturer: _____
4. Model: _____ 5. Serial Number: _____
6. Condition of the equipment: _____ 7. Value: \$ _____
8. Department responsible for the equipment: _____

Person requesting equipment: _____ Date: _____

Reason for request: _____

Date the equipment will leave campus: _____

Date the equipment will return to campus: _____

Location for the equipment while off-campus: _____

APPROVALS: As designated user, I hereby acknowledge responsibility for this equipment, and will maintain and secure it so that it is returned on or before the indicated date in the same condition as when the equipment left campus. If I plan to keep the equipment longer than the date indicated, I will submit another form. Any negligence, misuse, or loss makes me responsible for the repair or replacement of the equipment.

Designated User's signature: _____

Department Chairperson's approval: _____

Dean/Vice President's approval: _____

RETURN OF EQUIPMENT:

The equipment described above has been returned to (Building): _____ (Room): _____ and I resume responsibility for that equipment.

The condition of the equipment is the same as when it was removed from campus:

Yes

No (If NO, please explain)

Date: _____

Signature of Department Chairperson