

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.