

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	September 2008
<b>Policy 6.3.2</b>	<b>Acquisitions of State Property</b>	Responsibility:	Assistant Vice President for Business Affairs

## **ACQUISITIONS OF STATE PROPERTY**

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### **Official Inventory Items**

Items are added to a department's official inventory by the Property Control Office in the Accounting Office through one of the below sources.

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### **Purchases**

All properties purchased with University funds, regardless of source, are subject to the appropriate rules and regulations of the property control procedures. All purchases of equipment by the University (with the exception of computers obtained from the Health Science Center Computer Store) involve the issuance of a Purchase Order by the Purchasing Office. In accordance with policy contained in the Health Science Center Procurement Card Manual, the purchase of capital equipment or controlled items with a Procard is not allowed.

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### **Gifts**

New faculty members who bring equipment with them must provide a complete detailed listing of all items being brought to the University to the Executive Vice President for Business Affairs, along with the official release papers authorizing the transfer of the equipment to the University. A copy of this list will then be sent to the Property Control Office so that all items can be tagged.

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### **Shop-Made Equipment**

All equipment constructed by any department of the Health Science Center will be considered as shop-made equipment. Upon completion of construction, it is the responsibility of the department for which the equipment was constructed to furnish the Property Control Office with the necessary information to complete the [Record of Shop-Made Equipment](#). The equipment can then be properly tagged and added to the department's inventory records. The Property Control Office will forward the completed form to the department for signature. The department should forward the signed form to the Property Control Office. A copy of the completed form should be retained by the department for its inventory files. If the equipment is constructed by the using department, the total value of the equipment will be the total cost of materials and labor. If the equipment is constructed in another department, the total value is determined by the total of all inter-

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departmental transfer (IDT) charges involved. If the construction of the equipment is by both the using department and other departments, such as Instrumentation Services or Facilities Management, the total value of the item will be a combination of the using department's materials and labor plus all IDT charges involved.

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### **Transferred Equipment**

Transferred equipment consists of (1) equipment which is acquired from or given to another state agency or (2) equipment transferred between departments within the Health Science Center. Equipment may be transferred with or without cost to the acquiring agency or department.

- Inter-Agency Transfers: Please contact the Property Control Office for information in regard to transfers to or from any other state agency. This applies to transfers with or without cost. Each transfer will be handled on an individual basis, as they occur infrequently. All inter-agency transfers must have the approval of the Executive Vice President for Business Affairs.
- Inter-Departmental Transfers: To acquire equipment from another department within the University, use the [Equipment Transfer Request](#). It is prepared by the department releasing the equipment and must be signed by the department Chair or the designee of both departments involved in the transfer. Check the appropriate box to indicate if the transfer is with or without cost. If the transfer is without cost, the original of the [Equipment Transfer Request](#) is submitted to the Property Control Office after being signed by both departments. If the transfer is with cost, the selling department must prepare an inter-departmental transfer to accompany the [Equipment Transfer Request](#) (see [Section 6.1.13](#) of the *Handbook of Operating Procedures* "Inter-Departmental Transfers (IDT)", for instructions on preparing the IDT for this transaction).

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**Unknown Origin  
Equipment**

Through normal inventory procedures, sometimes equipment is located which had been previously overlooked. If the origin of this equipment cannot be determined by either the department or the Property Control Office, it will be assigned a property control number or property tag depending on the best available estimate of its value. If a number is assigned, the item will be tagged and included on the official equipment inventory.

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