PURPOSE

This University of Nevada, Reno Facilities Services (FSD) policy provides guidance to employees for purchasing, tracking, and disposing of fixed asset and sensitive equipment inventories. These guidelines are intended to provide policy clarification to applicable sections of the BCN Purchasing Manual and the University Administrative Manual on equipment inventory.

SCOPE

This policy applies to all FSD employees with designated responsibilities for fixed assets and sensitive equipment.

DEFINITIONS

Fixed Asset (FA), or inventoried equipment - all merchandise meeting the following criteria:

- has a unit cost of $5,000 or more;
- is complete in itself;
- does not lose its identity even though it may become a component part of another item when placed in use; and
- is of a non-expendable, non-repairable, durable nature with a life expectancy of one year or more

Sensitive Equipment (SE) - includes all computers (desktops, servers, laptops, PDAs) regardless of acquisition cost and the following items, if the items have a value in excess of $2,000 and less than $5,000:
- Bicycles
- Cameras – digital, film, video
- Cell phones, two-way radios, individual communication devices
- Copy, fax and multifunction machines
- Lawn mowers
- Microscopes and telescopes
- Music systems and components
- Musical instruments
- Printers
- Scales and balances
- Televisions
- Video – projectors, recorders, monitors
- Electronic diagnostic equipment
- Metering devices
- Thermal imaging instrumentations

Fixtures (FX) – items that meet the accounting definition of a Fixed Asset, but that become component parts of other items; or are otherwise not readily inventoried. BCN Purchasing does not issue FA Tags for FX, and the Controller’s office adds the asset to the fixed asset system as an X asset. Furthermore, FX are items similar to a piece of equipment but are usually attached to a building but can be moved without significant damage to the building. For example; boilers, non-central air conditioning and solar panels are fixtures.

Loaned Equipment – Equipment assigned to an employee that is taken off campus. For example; laptops, tablets and PDA/cellular phones. Loaned equipment agreements may also be utilized for items such as hand held radios.

GENERAL

FA are tracked in the University financial system and are issued a BCN Purchasing FA Tag at the time of purchase. BCN Purchasing generates and maintains FA Inventory reports with notifications from the department when items are transferred and sent to surplus.

FSD maintains a departmental SE list that is updated as items are purchased, transferred and sent to surplus.

The SE list and FA Inventory reports are reviewed annually by department management during the Annual Fixed Asset reporting period. Administrative Services coordinates the review and submits the updated SE and FA reports to BCN Purchasing.

DAMAGE OR LOSS
The employee may be held responsible for damage or loss of loaned equipment. In the event the employee fails to return loaned items upon separation, loses, or negligently damages the loaned equipment, the valued cost must be reimbursed or will be deducted from paycheck. Value is determined on equipment life (%) multiplied by equipment cost. For example, if the product life on an iPad is 4 years and the employee loses the iPad in year 2, the employee is responsible for 50% of the cost: $599.00*(2/4) = $299.50

**SURPLUS**

Disposal of FA and SE property is coordinated through BCN Purchasing. Purchasing should be notified when property is deemed no longer useful via the Surplus Property Online Pick-Up Form. BCN Purchasing determines a course of action based on age, condition, potential usefulness to other departments, disposal or salvage value, and costs to remove the property. If the property is deemed worthless or a safety hazard, BCN Purchasing coordinates the disposal as refuse.

When a computer has reached the end of its life and needs to be disposed, contact IT Support with serial number, model and location of the computer. IT Support visits and assesses the disposition of the computer. The hard disk is removed or data security is ensured and a confirmation sticker is affixed to the equipment by IT. The computer may then be submitted for surplus via the Surplus Property Online Pick-Up Form.

Items are removed from the FA and SE inventory reports after properly documented Surplus process is complete, or when an item is transferred, via the property transfer form, to another department.

The sale of any University property by individuals without authority is prohibited.

**RESPONSIBILITY**

**Accounting Assistants**

- Verifies purchase requisition is coded correctly with objects 60 for fixed assets, 60-FX for fixtures, or 30-SE for sensitive equipment
- Receive FA Tag and Equipment Label Notification form (see Appendix 1) from BCN Purchasing upon acquisition
- Updates the FSD SE list when sensitive items are purchased, transferred or disposed
- Completes the Purchasing Information section of the FSD SE Tracking Form (See Appendix 2) and sends the form to the Responsible Person of the sensitive equipment
- Completes the FSD Equipment Loan Agreement (Appendix 3) and sends form to responsible person, once received, scans and forwards to FSD HR to file in employees personnel folder
- Updates FSD Equipment Loan Agreement as notified by Department Manager and forwards to FSD HR
• Records and sends the completed Property Transfer From to BCN Purchasing
• Returns completed Equipment Label Notification form to BCN Purchasing
• Completes the Surplus Online Pick-Up Form on the BCN Website
• Coordinates SE Surplus with Information Technology Department

**The Requesting Supervisor/Responsible Person**
• Ensures the FA Tag issued by BCN Purchasing at the time of acquisition is affixed to the equipment, or is maintained in an equipment file ready and available for inspection
• Signs the Equipment Loan Agreement and returns to Accounting
• Completes the FA Equipment Label Notification information and returns to Accounting
• Completes the Custody Information section of the FSD SE Tracking Form to include the location information and returns to Accounting
• Completes the Property Transfer Form when transferring a FA from one department to another and returns to Accounting

**Accounting Manager**
• Distributes the list of FA and FSD SE lists annually to Department Managers for physical inventory and verification of continued ownership and location
• Determines loaned equipment value and submits payroll deduct form to payroll when notified by Department Manager equipment was not returned, lost, or damaged
• Updates the FSD FA and SE lists with provided annual changes
• Sends the FSD FE and SE lists to BCN Purchasing annually

**Department Managers**
• Perform, or direct subordinates to perform a physical inventory of all FA and SE in respective areas;
• Notifies Accounting Assistant when loaned equipment is returned, transferred or send to surplus
• Ensures employee returns loaned equipment upon separation. If employee fails to return, initiates payroll deduct with Accounting Manager if equipment has not reached end of life
• Updates the FA and SE inventories to reflect any changes
• Returns the annual verification to the Accounting Manager

**IMPLEMENTATION**

Each FSD supervisor shall ensure review of and compliance with the policy.

**TRAINING**
All FSD supervisors and Accounting Services staff shall receive training on this policy within 60 days of employment. Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed annually.

COMPLIANCE

Compliance with FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.
Appendix 1 – BCN Equipment Label Notification and FA Tag
# Appendix 2: SE Equipment Tracking Form

## Facilities Services Sensitive Equipment Tracking Form

To be used when new Sensitive Equipment is purchased to record the owner and location of the sensitive equipment.

<table>
<thead>
<tr>
<th>Purchase Information</th>
<th>Tracking #: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Date:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Vendor:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Type (Circle one):</td>
<td>Desktop / Laptop / Tablet / Other SE:</td>
</tr>
<tr>
<td>Make/Model:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Accounting Asst:</td>
<td>__________________________</td>
</tr>
<tr>
<td>PO#:</td>
<td>__________________________</td>
</tr>
<tr>
<td>CC#:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Amount:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

Please complete the information and return to your Accounting Assistant.

<table>
<thead>
<tr>
<th>Custody Information</th>
<th>Serial #: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner/User:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Shop/Department:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Manager/Director:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Information</th>
<th>Room #: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building #:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

### Replacement for below Item (complete section for item being replaced)

<table>
<thead>
<tr>
<th>Type (Circle one):</th>
<th>Desktop / Laptop / Tablet / Other SE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make/Model:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Disposition:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Serial #:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

SE Tracking Form 12/2/2013
Appendix 3: FSD Equipment Loan Agreement

Board of Regents of the Nevada System of Higher Education  
Business Center North Purchasing  
Department on behalf of  

University of Nevada, Reno  

Name of Lending NSHE Institution  

Facilities Services Department  

Name of NSHE Lending Department  

John Doe  

Name of NSHE Employee  

Equipment Loan Agreement  

The undersigned hereby acknowledges receipt of the equipment listed below, to be in good condition, except as otherwise noted. Nevada System of Higher Education (NSHE) employee may be held responsible for damage or loss of loaned equipment. In the event that the employee fails to return the selected items upon separation, loses, or negligently damages the loaned equipment, the valued cost will be reimbursed by check or deducted from the employee’s paycheck.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION / MAKE &amp; MODEL, SERIAL/INVENTORY NUMBER</th>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptop, Dell, Latitude E5430 non-vPro, BDX3V1</td>
<td>Good</td>
</tr>
</tbody>
</table>

NSHE Employee Name: John Doe  

Telephone: 2-0123  

Campus Address:  

Email: jdoe@unr.edu  

Signature:  

Date: 10-17-14  

NSHE Institution Department:  

Controle  

Approving Name/Title: D. Manager  

Signature:  

Date: 10-17-14  

Date of Return:  

Employee Signature:  

Date:  

Approving Signature:  

Date:  

Distribution:  

Lending College/Department  

Employee  

Employee Personnel File  

PUR 84C (8/08), FSD (10/14)