



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.7

Title: Equipment Inventory Policy

Implementation Date: October 7th, 2014

Last Revised:

Introduction

The function of Equipment Inventory Control is to maintain an accurate record of all University equipment to ensure proper accountability. The Property Control Office is a division of the Purchasing Department under the office of the Associate Vice President for Business and Finance (FP-11). Division supervisors along with respective division managers are accountable for the inventory assigned to them.

Scope

This policy applies to all employees in Facilities Management and equipment assigned as their responsibility.

Definitions

Equipment is defined as any single item or resource or assembled item other than all glass, all rubber, or all fabric, which costs \$5,000 or more and whose useful expected life is greater than three (3) years. Software, audio and videotapes, and films are not considered to be equipment.

Items considered particularly subject to theft are "Sensitive Items" and will be assigned property control tags and maintained on the inventory listings. Sensitive items are those items valued at \$1,500 to \$4,999.

Procedures

Managers/Supervisors will:

1. Retain a copy of the inventory they are responsible.
2. Insure record accuracy through verification.
3. Match serial numbers to ETSU asset tag numbers.
4. Errors will be reported to the Property Control Supervisor (Central Receiving Supervisor).
5. Complete annual inventory reporting forms identified per FP-11.

6. Perform quarterly inspections for accuracy of inventory:
 - a. A work order will be generated by the Facilities work order clerk on a quarterly basis commencing on July 1 of each year.
 - b. The work order to each manager is for the purpose for verification of inventory assigned, location, operational status, and accuracy of asset tags.
7. Department managers and subordinate supervisors will verify assigned inventory and ETSU asset tag numbers they are responsible for. Discrepancies will be:
 - a. Brought forward to the Director of Facilities.
 - b. The manager/supervisor with responsibility for the item will complete an Equipment inventory change/deletion request form (attached as Appendix A) in accordance with FP-11.
 - c. Public Safety must be notified as soon as equipment is noted as missing and/or stolen. A copy of the incident report will be attached to the equipment inventory change form as well as reported to the Director of Facilities and Property Control Supervisor.
8. Managers and supervisors must insure equipment used on a daily basis is properly secured to prevent theft.
9. Managers and will report any theft, damage, or other information that affects the location or operational status of the inventoried equipment to the Director of Facilities.
10. Scrap/Cannibalization
 - a. Old or worn-out equipment may be declared as scrap and may be stripped of useable parts (cannibalized) to maintain other departmental equipment or for other department needs. Written notification of cannibalization or declaration of scrap must be sent by the department head to the Property Control Supervisor, who will remove the equipment from the department inventory and will arrange for the scrap to be picked-up and disposed of as prescribed by current TBR policy 4:02:20:00.
 - b. The Associate Vice President over Facilities or designee shall review and sign any request for equipment to be cannibalized, scrapped, and/or moved to surplus.

Responsibilities

All Facility Management managers and supervisors are responsible for reading and reviewing this policy. All Facilities Management employees using University equipment are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to progressive disciplinary action for non-compliance with University policies.

References

FP-11: Equipment Control and Accountability Policy (Purchasing Department Policy)
TBR Policy 4:02:20:00: Disposal of Surplus Personal Property Policy

Contact Persons

Associate Vice President – Facilities Management
Director of Facilities Operations

Forms

Equipment Inventory Change/Deletion Request Form (attached as Appendix A)

Approved By:

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William B. Rasnick, Jr., Associate Vice President
Planning, Construction, and Facilities Management

Date Approved:

10/8/14

Appendix A

EAST TENNESSEE STATE UNIVERSITY
Equipment Inventory Change/Deletion Request

Current Custodial Department _____
 Account Number _____ Date _____

ETSU Tag #	Description	Serial Number	Location	Cost

(Attach sheet for additional items)

ACTION REQUESTED

Transfer to another Department
 Receiving Department _____
 Account Number _____
 New Location Building Name _____ Room No. _____

Delete from Official Inventory Records because:

- Trade-In (attach copy of Purchase Order)
- Lost/Stolen (attach completed *Missing Equipment Control Form*)
- Cannibalized
- Surplus Needs to the department. Please arrange for pickup and disposal.
 (Inventory personnel must sign below upon receipt of equipment)
- Other (explain) _____

APPROVALS

Current Custodial Department _____ Date _____

Receiving Department _____ Date _____

Received by Inventory Department _____ Date _____

Return Fax Number _____