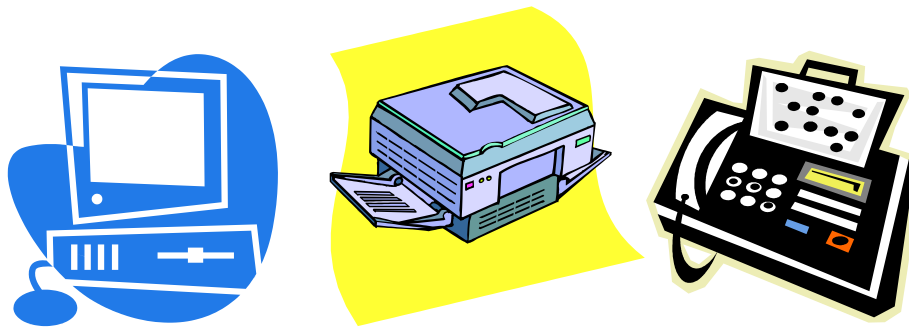




SYSTEM ADMINISTRATION REAL ASSET MANAGEMENT MANUAL



Office of Business Operations and Procurement

Updated April 2012

System Administration
Real Asset Management System

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System Administration Real Asset Management System

INTRODUCTION

The Real Asset Management System (RAM) was developed to provide uniformity in property accountability throughout the State University system. This manual has been prepared to assist System Administration departmental personnel in understanding the rules and regulations of the State of New York and System Administration regarding maintaining inventory records, taking annual physical inventories, and in the disposal, transfer and surplus of equipment.

RAM is an automated inventory system administered by the State University Controller's Office and is used for the purpose of tracking equipment. The State University Controller's Office provides policy and procedure guidelines for the use of the RAM system.

RAM is designed to provide a reliable means of maintaining data regarding the assets acquired by the State University. Not only is the record keeping of equipment important, but the safeguarding of State-owned equipment should be a priority of every employee of System Administration.

The RAM database contains specific information regarding equipment valued over \$5,000 and with a useful life of one year or more. This includes items purchased from State operating funds and Income Fund Reimbursable (IFR) accounts.

The benefits of the RAM can be realized only through proper and timely maintenance and perpetuation of inventory records.

System Administration's Office of Business Operations and Procurement is responsible for maintaining the equipment inventory records for System Administration and University-Wide programs and has assigned an Inventory Control Officer for this purpose.

Each office will be responsible for designating one person within that department to act as an **Inventory Coordinator** assisting the System Administration Inventory Control Officer in accounting for equipment.. Each coordinator will be responsible for accounting for the acquisition and disposition of equipment within the department, as well as assisting with the annual physical inventory.

OBJECTIVES OF THE REAL ASSET MANAGEMENT SYSTEM

The objectives of the system are as follows:

- Property control and accountability in compliance with State requirements.
- Improved equipment utilization through control and identification of property that is surplus or underutilized.
- Database for physical and fiscal requirements.
- Asset accountability for increased security against loss of equipment.
- Basis for projecting and budgeting future capital replacements.

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EQUIPMENT

Equipment is defined as any item having a useful life of one or more years. This includes all moveable equipment such as computers, printers, copiers, furniture, vehicles, etc.

Equipment Inventory Threshold - The State University defines an asset to be any State-owned equipment with an original cost of **\$5,000** and over, and with a life expectancy of one year or more. System Administration is responsible for all equipment it owns whether located on-site or off-site (System Administration offices located in a building other than the Plaza location). All equipment meeting the inventory threshold must be included in the RAM Inventory. This includes equipment acquired from all State funding sources, gifts given to System Administration, equipment received from surplus, and any equipment on loan from another campus or State agency.

Items excluded from RAM are:

- Personal property
- Supplies
- Land, buildings, site improvements
- Built-in equipment
- Computer software costing less than **\$5,000**
- Equipment costing less than **\$5,000**

The fact that State-owned equipment under the **\$5,000** threshold does not have to be inventoried on RAM, does not relinquish System Administration's responsibility to safeguard the asset. Therefore, assets valued under **\$5,000** will be tagged with a System Administration's **ownership tag**. All equipment exceeding the **\$5,000** threshold will be tagged with an **inventory tag** (a special type of ownership tag distributed by the Inventory Control Officer). In essence, all equipment will have one tag or another.

Equipment, no matter what condition it is in, cannot just be disposed of, nor can it be donated to an outside organization (church, civic association) or association (group). Equipment must be officially retired through the RAM database by the Office of Business Operations and Procurement according to the RAM rules and regulations.

COMPUTER EQUIPMENT

Computer purchases must first be approved by User Services. Once approved, the purchase should be valued as follows when determining if the equipment meets the **\$5,000** threshold:

- Computer CPU's and keyboards will be valued as one item.
- Printers will be valued separately

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- Monitors will be valued separately

IN NO INSTANCE CAN COMPUTER EQUIPMENT BE PURCHASED ON THE PROCUREMENT CARD WITHOUT NOTIFYING BOTH USER SERVICES AND THE PURCHASING DEPARTMENT IN ADVANCE.

EQUIPMENT SECURITY

For the purpose of inventory control and accountability, an "owner/user department" shall be defined as the department entity which is the ultimate user of the asset. Accountability for equipment rests with the department head and his/her staff.

It is the responsibility of each department head to stress the importance of building and room security to all members of the department. If an item is stolen, the department is required to notify University Police immediately.

TAGGING OF STATE PROPERTY

Equipment acquired by System Administration and valued over **\$5,000** and with a useful life of one year or more must have an **inventory tag** affixed to it. This tag is a bar-coded label displaying an "asset" number. Items of equipment that do not meet the cost criteria for inclusion in the RAM will be affixed with a System Administration **ownership tag**.

After the equipment is delivered to System Administration, the receiving department or other authorized personnel will attach the appropriate tag to each item. In general, the tag should be attached to the item so that it can be inventoried without moving the item. Caution should be taken to ensure that the tag is not attached to a part of the item that can be easily detached.

INVENTORY CONTROL OFFICER

The Office of Business Operations and Procurement has designated one individual to act as System Administration's **Inventory Control Officer**. That officer will:

- Establish policies and procedures to ensure the proper maintenance of RAM.
- Act as a liaison with department inventory coordinators.
- Supervise and conduct the annual inventory and perform spot checks of inventory on a periodic basis.
- Provide information to department inventory coordinators on the requirements of inventory control and RAM.
- Perform the necessary procedures to maintain System Administration's inventory records in RAM.

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DEPARTMENT INVENTORY COORDINATOR

Each office must designate an **inventory coordinator** who will be responsible for reporting the inventory in their area and reconciling any differences between the RAM inventory records and the physical inventory of assets in his/her department. They are required to notify the Inventory Control Officer of any transfers of assets into or out of their department, as well as the identification of obsolete or surplus equipment.

High Risk Assets

Each office shall be responsible for maintaining a list of high risk assets within their department. A **High Risk Asset** shall be defined as any item that has an original cost of **\$0-5,000**, has a life expectancy of more than one year, is portable, and can be easily taken without permission (stolen). Examples of these assets are laptops and projectors. These items should display an Ownership Tag (Attachment A).

A listing of department owned high risk assets shall be recorded using Attachment D and filed with the Inventory Control Officer.

- **Any misuse of System Administration equipment or property is a form of employee misconduct and will lead to disciplinary action.**

ANNUAL INVENTORY AUDITS

New York State Policy directs each agency to conduct an annual physical inventory of equipment assigned to its location. The purpose of a physical audit is to verify the accuracy of the existing equipment inventory records.

Each department is required to maintain control over all assets under its stewardship. The inventory of each department will be spot-checked and the department head or the inventory coordinator will be required to address any discrepancies between the physical assets present in the office and inventory records on file in RAM. If any inventory items cannot be located, they should be reported to University Police as stolen or unaccountable.

Therefore, any changes effecting property condition or location must be reported to the Office of Business Operations and Procurement in order to ensure proper records are maintained in RAM. This will reduce the number of adjustments resulting from annual inventory inspections.

Physical Inspection

Periodically, each department's inventory coordinator will be provided an inventory listing for their department and they will be asked to perform a physical inspection of the assets.

The following procedure is to be followed by each coordinator when performing the physical inspection of inventory assets:

- 1. For assets located**

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Place a check mark by each asset number that corresponds to an asset you have physically located. Confirm that all the information in that asset entry on the report is correct. If there are any changes, please write them on the report.

2. When you find an asset that is not on the report

When an asset is physically located in your office but is not on the report, you must first ensure that it contains an Inventory Tag (valued at \$5,000 or above) and not just a System Administration Ownership Tag (not required to be inventoried). If you determine that the asset needs to be inventoried (valued at \$5,000 or above), indicate the following information on your report as a separate entry:

- a. Serial number on asset
- b. Model number of the asset
- c. Approximate date of purchase
- d. Building and room number where the equipment is located

You should try to obtain a copy of the assets original purchase order to determine the value of the equipment to be inventoried. You may find that the asset was originally purchased under a different location. If this is the case, a transfer would need to be reported in order to move the item to the proper location on the inventory record report. A notation to that affect should be made on the report (include the other department location).

3. If you do not find an asset that is on your report

If you are unable to locate an asset listed on the report, **do not mark the report** with a check. Instead, you must provide an explanation of the suspected location or disposition of the item.

When the physical inspection is complete, it must be signed by the Department head and returned to the Inventory Control Officer in the Office of Business Operations and Procurement.

CHANGES TO THE INVENTORY

The department inventory coordinator must notify the Inventory Control Officer in the Office of Business Operations and Procurement in the following instances:

- An item is moved from one office space to another on a permanent basis within the department. Use the surplus/transfer/change form to report this transaction.
- Movement of equipment to another department within the building or off-site (another System Administration building). Use the surplus/transfer/change form to report this transaction.

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- When a piece of equipment becomes surplus to the needs of the department. Use the surplus/transfer/change form to report this transaction.
- Whenever an item changes in condition, such as it deteriorates or is improved by repair. Use the surplus/transfer/change form to report this transaction.
- When any equipment is transferred from or to another agency or SUNY campus. Use the surplus/transfer/change form to report this transaction.
- Any item is acquired through unconventional means such as gift. Use the new asset form to report this transaction (Attachment C).

TO TRANSFER EQUIPMENT

To transfer equipment on a permanent basis to a new location, the department must complete a **Surplus/Transfer/Change Form** and forward it to the Inventory Control Officer. The form must be signed by the supervisor of the department and indicate the new location and departmental account, and also include the receiving department's signature.

EQUIPMENT IS TRANSFERRED TO ANOTHER INSTITUTION

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

The State recognizes the need and legitimacy to temporarily loan assets to other institutions. Assets placed on loan must be reported to the Inventory Control Officer on a **Surplus/Transfer/Change Form**. This form must be signed by the supervisor of the department. The "off-site" location, length of time the asset will be "on loan", and the individual who will be responsible for the asset at the "off-site" location must be noted on the form. The new location will be listed on the inventory list directly below the description of the asset on the department print-out.

GIFTS OF EQUIPMENT

All gifts of furniture or equipment given to System Administration must follow the "Gift Acceptance Procedure" (Document 9250) located at the following link:
http://www.suny.edu/sunypp/documents.cfm?doc_id=147.

After the gift has been accepted, a new asset form must be filled out.

EQUIPMENT TO BE SURPLUSSED

When a department determines that an asset is no longer functional to its needs, it may request the item be removed and sent to our warehouse storage facility. The department is encouraged to check with other departments in the building to see if others can use the asset. The actual removal of the unwanted property from the user department is initiated by contacting Plaza Operations.

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Any office in need or desire of equipment is encouraged to review the surplus items located in the warehouse. All stored items are available to any other department that may wish to put the item to use. To review stored items in the warehouse, please contact Plaza Operations.

The **Surplus/Transfer/Change Form** should be used for assets which have no further utility within the department for which they were originally obtained. These assets should be reported as surplus by the department holding jurisdiction over the assets. When completing this form, an authorized signature is required in order to declare the asset(s) surplus to the needs of the department. This signature should be that of the department head or his/her designee. For removal of the surplus asset(s), notify Plaza Operations.

WARNING:

ALL STATE-OWNED ASSETS, REGARDLESS OF UNIT COST, CONDITION (EXCEPT POOR OR SCRAP CONDITION) OR FUND SOURCE, MUST BE SURPLUSED ONLY THROUGH THE OFFICE OF GENERAL SERVICES (OGS).

UNDER NO CIRCUMSTANCES ARE ASSETS UNDER THE JURISDICTION OF SYSTEM ADMINISTRATION TO BE PERMANENTLY REMOVED, SCRAPPED, CANNIBALIZED OR DESTROYED WITHOUT PRIOR WRITTEN PERMISSION FROM OGS AND OFFICE OF BUSINESS OPERATIONS AND PROCUREMENT. THIS INCLUDES ASSETS LOCATED AT THE SUNY PLAZA LOCATION AND OFF-SITE.

EQUIPMENT TRADE IN

When property is being traded in on the purchase of new equipment, written notification must be sent to the Office of Business Operations and Procurement. The information should include: a description of the item(s), tag number, serial number and condition of the item. The tag number of the items being traded should also be referenced on the purchase order. It will be the user department's responsibility to make arrangements for removal of the equipment with the supplier. The item(s) will be retired from the departmental inventory and the new item(s) will be added to the RAM if they meet the RAM criteria.

REPORTING MISSING OR STOLEN EQUIPMENT

State Policy requires that actual or suspected loss of equipment must be reported to the Office of the State Comptroller promptly.

Therefore, all actual or suspected missing or stolen equipment must be reported to the University Police Office promptly and assistance given in completion of a crime report. A complete written report must also be made to the Inventory Control Officer by the next business day (Attachment E). If items are returned or found, written notification must be

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sent to University Police and the Inventory Control Officer. Departmental inventories will reflect the status change of the equipment.

The asset will remain as "unaccountable" until the asset is located or re-inventoried. In the event that the asset is not located, within a six (6) month period (from the date of reporting), it will then be retired from the departmental inventory as lost or stolen.

QUESTIONS

Any questions should be directed to the Office of Business Operations and Procurement at 320-1341.

ATTACHMENTS



Attachment A -
Inventory Form - Adc



Attachment B - High
Risk Asset Log.xlsx



Attachment C -lost
-stolen pc equip.pdf