

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

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| <b>Inventory of Moveable Equipment</b> | <b>3-027<br/>FISCAL SERVICES<br/>July 2009</b> |
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POLICY

- 1.01 Unit leaders are assigned the responsibility and accountability for moveable equipment purchased by or assigned to a unit. It is essential that all employees recognize the concept of institutional ownership and accountability as a departmental responsibility.
- 1.02 The transfer of moveable equipment should not be made from building to building or from unit to unit within the same building without reporting such activity on the Moveable Equipment Inventory Change Request form (see Exhibit A).

PROCEDURES

- 2.01 An item shall be classified as an equipment inventory item if it has a useful life of five years or more with an acquisition cost of at least \$5000 and is a complete and independent item which does not lose its identity or become a component part of another item.  
  
All equipment procured through Oklahoma State University Foundation funds or donated to the Oklahoma State University Foundation or to the University for its use and benefit is accountable property provided that it meets the criteria of moveable equipment (see below).
- 2.02 Vehicles, including farm tractors and aircraft, as well as certain computers, and electronic devices, are to be placed on the equipment inventory regardless of acquisition value.
- 2.03 Contractual agreements governing some grant or contract funds and acquisitions from federal or state excess property pools require equipment items not meeting the University's definition of equipment to be held as accountable property. In these instances, the agreement conditions prevail over Oklahoma State University Institute of Technology.
- 2.04 Unit leaders are responsible for all equipment purchased for or assigned to their unit and shall promptly report any acquisition, transfer, or loss of equipment to the Oklahoma State University Institute of Technology Fiscal Services Office.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

- 2.05 Stolen equipment should be immediately reported to the Campus Police and Business Affairs. A Moveable Equipment Inventory Change Request (ICR) form should be completed and submitted to Fiscal Services along with a copy of the Campus Police report.
- 2.06 Purchase of inventory items is the most common method of acquisition. When a purchase is made and the equipment is received, the item is to be reported on the ICR form (exhibit A). This form originates in the Inventory Section of Oklahoma State University-Stillwater. A copy of the ICR form is sent to Oklahoma State University Institute of Technology with the inventory number attached for tagging.
- 2.07 Fiscal Services/Purchasing contacts the units and sends a copy of the ICR form which asks for serial numbers when appropriate. The unit then tags the item with the provided inventory tag number.
- 2.08 Acquisition of inventory items may be secured by construction, gift, transfer, or "other." Each unit leader should report such transactions to the Inventory Section by filing an ICR form. If the inventory items are acquired by construction, gift or other, the inventory change request form is to be initiated by the acquiring unit. This form is to be completed in the same manner as for acquisition of inventory equipment by purchase, with the exception being that the acquiring department is to fill in the acquisition code applicable to the acquisition in the column titled "AC." The completed form is to be submitted to the Oklahoma State University Institute of Technology Fiscal Services Office. A copy is to be retained by the department. Another copy will be left with the unit when the equipment is to be tagged. The addition of equipment by transfer reporting procedure is explained below.
- 2.09 Procedures for equipment acquired by donation through the Oklahoma State University Foundation shall be as follows:
- A. Upon receiving notification of donated equipment from the Oklahoma State University Foundation, the donated items shall be reviewed for compliance with the University's definition of equipment.
  - B. Based on information provided by the Oklahoma State University Foundation, an ICR form shall be generated by the Inventory Section of Oklahoma State University -Stillwater.
- 2.10 Removal of items from the inventory lists may be requested by notifying the Oklahoma State University Institute of Technology Fiscal Service Office through use of the ICR form or by the Report of Surplus form. All forms indicating removal because of loss or theft must be authorized by the unit leader. Inventory change requests for removal of items due to theft or loss with an aggregate acquisition value of \$5,000 or more must be authorized by the Fiscal Services Office.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

- 2.11 Other equipment removal situations are to be handled in the following manner:
- A. Interdepartmental Transfer. The interdepartmental transfer code A5 is used by the unit to indicate that removal is due to transfer to another unit. Removal by transfer to another unit is shown in the addition section of the change request because the equipment is actually being added to another unit. There is no need to show the removal by transfer in the removal section. The inventory number and item description, etc., are to be completed by the unit originating the transfer. The change request form is to be signed by the unit leader. The unit retains a copy and transmits the remaining copies to the Oklahoma State University Institute of Technology Fiscal Services Office. The receiving unit leader is to sign the change request form accepting responsibility and accountability. The unit retains a copy and transmits all remaining copies to the Oklahoma State University-Stillwater Inventory Section.
  - B. Trade-In. If an item is used as "trade-in" on new equipment, the inventory tag is to be removed and attached to the ICR form. Use the trade-in code R6 in the "RC" column and, by exception, use the shaded area marked "requisition" to provide the Oklahoma State University-Stillwater Inventory Section with the requisition number of the new equipment on which the old item was used as a trade-in. Place the inventory number and item description in the appropriate columns for item traded-in in the removal section. The unit leader should sign the form indicating request for release of responsibility and accountability. The unit keeps a copy of the change request and transmits the remaining copies to the Oklahoma State University Institute of Technology Fiscal Services Office. The new item will be tagged after notification of payment for the new equipment.
  - C. Returned to Title Holder. If the removal occurs by returning the equipment to the title holder (an agency other than the University), the code R7 should be used and an explanation entered in the space provided. The inventory number and description is to be shown and the form signed by the unit leader. The inventory tag is to be removed by the unit and attached to the ICR form. A copy can be retained by the department, with all other copies transmitted to the Oklahoma State University Institute of Technology Fiscal Services Office.
- 2.12 Purchases of equipment from the Oklahoma State Agency for Surplus Property require special care in reporting. The following criteria are to be used in selecting which items are to be included in the inventory system:
- A. All items having government acquisition unit cost of \$250 or more, regardless of service charge, unless there is written authorization to cannibalize the item.
  - B. All motor vehicles and aircraft, regardless of value.
- 2.13 A complete listing of inventory items will be available to each unit at the fiscal year end.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

- 2.14 All units, without exception, are required to conduct a physical count of inventory every other year using an inventory listing as a guide. Any differences between the listing and the actual physical count must be reported to the Oklahoma State University Institute of Technology Fiscal Services Office.
  
- 2.15 Inventory Verification Reports must be completed and returned to the Oklahoma State University Institute of Technology Fiscal Services Office by the due date specified in the accompanying letter to ensure timely reporting to the Oklahoma State University-Stillwater Inventory Section.

Approved: February 2005  
Revised: February 2008  
Revised: July 2009