

SOM- Department of Obstetrics and Gynecology	TITLE: Inventory and Capital Assets Annual Audit and Use of State Property Off Campus	Policy: IS004
Department Guideline	Date: August 22, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL to this MCG Policy is: <http://www.mcg.edu/POLICIES/1107.html>

The Adobe PDF file link is: <http://www.mcg.edu/policies/pdf/1107.pdf>

Office of Primary Responsibility

Subject: Supply Administration Division Property Control Property Control Section

1.0 Purpose:

To establish the procedures for controlling the inventory of equipment belonging to the Medical College of Georgia; and for assigning and recording inventory numbers to this equipment.

2.0 Policy:

All equipment items purchased for the use of this Institution, at a cost of \$1000 or more per item, with an estimated useful life expectancy of three or more years, or meeting the additional requirements as established by the Medical College of Georgia will be maintained on the "Moveable Equipment Inventory" and must be assigned a property record number. This number must be affixed to the appropriate equipment items in the prescribed location. A record of the property record number assignments will be maintained on a computer-generated report entitled "Moveable Equipment Inventory."

Note: Refer to Administrative Policies and Procedures for Moving Services for information related to transfer of equipment from one section to another and the recording of property record numbers of these items transferred.

3.0 Procedure: Duties Related To Property Control

Each Vice President, Dean, or Department Head is responsible for maintaining accountability of all equipment (property) assigned to the custody of his/her respective department(s). This responsibility cannot be delegated. All department(s) will appoint an Assistant Property Control Officer for each department of record, to manage equipment (property) and be available when an audit is scheduled, answer questions, conduct inventories as required, and locate equipment as needed. Property Control maintains the "Moveable Equipment Inventory" based on information received from each department and/or Purchasing.

3.1. Department

Department(s) will notify Property Control (1-2154) with the employee (or change) who will be the Assistant Property Control Officer and the department (four digit number). This employee will:

- A. Have knowledge of the Medical College of Georgia's procedures related to management and accountability for equipment (Property Control will provide equipment control manual and train).
- B. Notify Property Control when equipment location or department changes.

- C. Complete an annual physical inventory.
- D. Sign equipment loan agreements as the Assistant Property Control Officer.
- E. Sign for new equipment ordered and received.
- F. Report lost, missing, or theft of equipment to Public Safety and Property Control.
- G. Insure licensed software, confidential, sensitive, patient information is removed from computer(s) before they are transferred to surplus or other departments.
- H. Insure equipment is safe to remove.

3.2 Equipment regardless of cost must have a loan agreement on file with Property Control before any equipment can be removed from the Medical College of Georgia. Equipment loaned can be used only in the performance of official duties for the Medical College of Georgia. Equipment must be returned to the Medical College of Georgia within one year or the loan agreement must be renewed. To ensure proper accountability and to provide insurance coverage for loaned equipment the following individuals are responsible for documentation and authorization: Vice President, Dean, or Department Head and Assistant Property Control Officer. To obtain a Loan Agreement call Property Control at 1-2154.

3.3 Equipment owned by a Medical College of Georgia employee will not be inventoried, tagged, or insured. The responsibility for such equipment rests entirely with the employee. Equipment loaned to a department by a vendor must have a purchase order assigned. If used in the Hospitals and Clinics, Hospital Biomedical Engineering Department must inspect for electrical safety before use.

4.0 Procedure: Annual Physical Inventory

4.1 Responsibility: Department Assistant Property Control Officer

4.1.1 A physical inventory of the Medical College of Georgia equipment will be conducted at least annually. Property Control will provide a computerized listing of equipment to each department's Assistant Property Control Officer. The listing should be verified by actual physical inventory and sighting of the items. Information on the listing should be corrected as necessary. This certifies that the equipment on the listing, except as noted, is currently being utilized. This is necessary to satisfy, Board of Regents, State and Federal audit requirements. Each department will be given a four-week (4) period to conduct their physical inventory and identify any discrepancies.

5.0 Procedure:

Purchase of equipment (property) over \$1,000 with at least a 3 year Useful Life Expectancy

5.1 Department

- 5.1.1 Prepare a Department Request, with equipment specifications.
- 5.1.2 Prepare Equipment Purchase Form, including four-digit department number, building code, and room number where the property will be located.
- 5.1.3 Forward both forms to Purchasing.
- 5.2 Supply Administration Division / Purchasing
 - 5.2.1 Receive Departmental Request and determine if the item(s) purchased meets the definition for property that would be added to the "Moveable Equipment Inventory".
 - 5.2.2 Send Property Control a copy of the Purchase Order, Departmental Request, and Equipment Purchase Form.
- 5.3 Supply Administration Division / Receiving Section receive equipment upon delivery and process in the ESI Materials Management Information System and prepare Delivery Report.
- 5.4 Supply Administration Division / Property Control
 - 5.4.1 Retrieve reports daily through ESI concerning equipment received.
 - 5.4.2 Assemble relevant documents to include the Departmental Request, Purchase Order, Equipment Purchase Form, and Receiving Report, and file by Purchase Order number.
 - 5.4.3 Locate Equipment and affix the property record number label.
 - 5.4.4 Enter via computer software program, the necessary information to record and maintain the Equipment Inventory Information.
- 5.5 Information Technology Division (ITD) will produce an edit of information entered via terminal and forward to Property Control through the COOL system electronically.
- 5.6 Supply Administration / Property Control
 - 5.6.1 Review and correct information.
 - 5.6.2 Prepare a physical inventory schedule to complete an inventory of all equipment annually.
- 5.7 ITD at the Medical College of Georgia will provide an updated "Moveable Equipment Inventory" to the Department of Administrative Services (DOAS) annually.
- 6.0 Procedure: Transfer of Grant Funded Equipment
 - 6.1 When grants expire, the Medical College of Georgia's Grants and Contracts Department will obtain information as to the final disposition of equipment items

connected with the grant and will notify Property Control as to the proper change to make in the "Movable Equipment Inventory". Before an item is deleted from a restricted account, Property Control will notify Grants and Contracts for approval.

- 6.2 The principal investigator transferring to another institute may wish to take equipment associated with an ongoing-sponsored project to the new institution. An ongoing-sponsored project is defined as one or more sponsored contract(s)/grant(s)/agreement(s) having the same sponsor and identical title, the last of which is currently in process at the Medical College of Georgia, having not ended, and being continued at another institution. If so, the principal investigator should send a Request for Transfer of Equipment, listing each piece of equipment and ask the appropriate department head for approval. The department head approval does not mean the equipment should be transferred, but merely indicates a decision has been made to transfer the project to another institution rather than name a replacement principal investigator, within the Medical College of Georgia, an option the sponsor usually offers. Upon receiving approval from the appropriate Vice President, Dean, or Department Head, the request should be forwarded to Property Control.
- 6.3 Property Control will list the funding information for each piece of equipment and forward the information along with the request to the Office of Grants and Contracts for final approval.
- 6.4 Grants and Contracts personnel will determine if the item(s) are to be transferred and the appropriate amount of reimbursement (if any). If the request contains equipment partially funded from State and other cost sharing accounts, Grants and Contracts will request that the principal investigator/department obtain a current fair market value for each piece of equipment.

Since, the Medical College of Georgia is entitled to be reimbursed in an amount calculated by applying the percentage of the Medical College's participation (including other cost sharing) in the total cost of the project times the current fair market value of these pieces of equipment, Grants and Contracts will then invoice the receiving institution accordingly. Upon receiving payment, Grants and Contracts will notify the principal investigator/department that arrangements should be made with the receiving institution to have the equipment picked up and delivered at the receiving institution's expense. That notification will be in the form of copies of the approved transfer and any invoice clearly marked "PAID". Copies of the transfer and paid invoice will be sent to the principal investigator/department, Property Control, and Vice President for Research.

- 6.5 Equipment which was purchased solely from State of Georgia funds or received by the Medical College of Georgia as an unrestricted gift or bequest and titled to the Medical College of Georgia cannot be transferred, loaned, or sold, unless approved by Property Control. Equipment that was purchased solely from contract/grant funds or jointly from grant and state funds is titled in accordance with terms and conditions of the contract/grant instrument and applicable Georgia state law and regulations. If title to such equipment is vested in the Medical College of Georgia unconditionally and without qualifications or reservation from the grantor/sponsor arising out of the contract of grant, that equipment becomes state property.

PLEASE NOTE:

No equipment should be moved from sections to other sections without prior notice to the Inventory Control Owner. This will help facilitate a clean inventory data capture process annually.

Also no devices are to be taken from the Data Management area unless the devices have been signed out by utilizing the short term loan agreement forms. Please contact Jeff Blalock to initiate this process.

Jeff Blalock
721-7509
jeblalock@mail.mcg.edu

The URL for the MCG Policy is: <http://www.mcg.edu/Policies/1214.HTML>

*Medical College of Georgia Administrative Policies and Procedures
Office of Primary Responsibility: Materials Management Division
No. 1.2.14*

Use of State Property Off Campus**Purpose**

To establish a procedure for employees to record use of MCG equipment off campus in the performance of official duties.

Policy

In order that MCG equipment may be located easily and authorization to have institutional equipment off campus may be verified, the Materials Management Division, Records Management and Equipment Control Section, should be notified when supervisors authorize employees to take institutional equipment off campus in the performance of official duties.

Procedure**Department Head**

1. Call the Materials Management Division, Equipment Control Section, ext. 4851, to report that institution equipment will be used off campus in the performance of official duties.
2. Provide the following information: description of the equipment, present location (building and room number), property record number, reason for taking the equipment off campus and expected time of return.

Date: 18 April 1974 | Rev. No: 90-2 | Rev. Date: 1 November 1990 | No. 1.2.14