

City University Of New York

# Property Management Manual

Procedure and User Guide

# Acknowledgements

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Avril Chase	Brooklyn College
Ashford Charleus	City College
Renee Marrero	Graduate Center
Sophie McFarlan-Felder	Hunter College
Evelyn Lowmark	LaGuardia Community College
Ivan Correa	LaGuardia Community College
Digna Urena	New York City College of Technology
Lorraine Pedroso	Queens College
Roger Waldron	Research Foundation of CUNY
Kenneth Tirino	Office of University Controller (Central Office)
Maria Requiyo	Office of University Controller (Central Office)
David Zhang	Office of University Controller (Central Office)
Irene Lam	Office of University Controller (Central Office)

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## I. Introduction

The City University of New York (CUNY) established a Property Management System in 1984. The system was established as a result of Federal, State, and City regulations requiring Colleges inventory fixed assets and to perform an annual inventory of equipment.

Each campus should ensure that information entered into CUNYfirst (an automated property management database system) is accurate, complete and timely. As a result, the Property Management Office is required to perform several tasks to act in accordance with CUNY policy as well as Federal, State, and City regulations.

The purpose of the CUNY Property Management Manual is to document the policies and procedures that have been established over Fixed Asset and Equipment Inventory. It provides CUNY with a set of clear, concise guidelines for their offices with regards to property management. This manual is intended to be a dynamic document, changing as needed to reflect policies and procedures at CUNY.

### Acronyms

AH/OC Form	At Home/Off Campus Form
AP/PO	Account Payable/Purchase Order
AM	Asset Management
DASNY	Dormitory Authority of the State of New York
DCAS	The Department of Citywide Administrative Services
DDCM	The Department of Design, Construction and Management
EDP	Electronic Data Processing
EPA	Environmental Protection Agency
NF or NFD	Not Found
NPT	Not Physically Taggable
NTL	Non-Tax Levy
NYS DEC	New York State Department of Environmental Conservation
OSC	Office of the State Comptroller
OSHA	Occupational Safety & Health Administration
OUC	Office of University Controller
PO	Purchase Order
PRSY	Project Sub Year (also referred as Account)
RECR	Recycled Electronics Component Room

## **II. Roles and Responsibilities**

The Property Management System at CUNY is a combination of Central Office (University Controller's Office) and College functions. The collaboration of the Central Office and Colleges in regards to property management is essential for the smooth efficient operation of the system.

The following groups within Central Office and the Colleges have responsibilities in regards to the property management process.

### **A. Central Office**

Central Office responsibilities include:

- General administration of the system
- Establishment of policies and procedures
- Coordination with other agencies (State, City, RF, DASNY, DDCM, University Treasury, etc.)
- Oversight of CUNY contracts associated with property management
- Monitoring of Colleges' compliance with policies and procedures
- Maintenance of the computerized property management database system (CUNYfirst)

### **B. Colleges**

The entire College community is responsible for safeguarding property and fixed asset. User departments are responsible for the stewardship and whereabouts of the fixed assets (furniture and equipment) within the department. College administrators are responsible for ensuring all applicable departments comply with the inventory procedures, in order for Colleges to maintain correct records for property being properly utilized, maintained or disposed.

#### **1. Property Management Office**

Property Management personnel are responsible for the maintenance of the College property management records. Property records must be accurate based on the input received from acquisition, inventory and disposition processes. If compliance with this requirement is not met, the College is at risk of losing federal, state and city funding.

College responsibilities include:

- Identification and tagging of property
- Inputting, updating, and generating reports from CUNYfirst
- Preparing reconciliation of property records
- Coordination of the disposition of College property
- Conducting the annual, physical inventory of College property

In order to ensure proper internal controls over safeguarding and re-inventory of equipment, Property Management personnel should ensure they have the required amount of trained staff to meet tagging and re-inventory deadlines. Colleges with smaller amounts of taggable property may find one property manager to be sufficient to meet tagging and re-inventory deadlines. If more help, (e.g., student work study hires), is required, the property manager should work with the College business manager so that measures can be taken to ensure the proper amount of staffing.

#### **2. Department Liaison (DL)**

A Department Liaison is usually the department head or a designated contact person appointed by the department head. The function of the DL is to carry out the day-to-day responsibilities with regards to property within their departments. Several members of the department may share this responsibility. This individual may also be the Environmental Health and Safety (EHS) liaison. Their responsibilities when pertaining to property are as follows:

- Provide information to department personnel
- Assist Property Management personnel to access the department equipment and help with technical identification
- Prepare a Property Control Form (Appendix F) and coordinate property transfers for their department(s)

- Ensure the Property Control Form is properly signed
- Maintain up to date departmental property inventory
- If applicable, responsible for locating Not Found Property after Property Management personnel have conducted their final audit
- Maintain accurate and up to date departmental records including but not limited to Property Control Form and At Home/Off Campus Form (Appendix E).
- Ensure that there are adequate security measures within their department to safeguard property

### 3. Environmental Health and Safety

The responsibility pertaining to Environmental Health and Safety is to ensure that the disposal of property is in compliance with applicable EPA regulations.

### 4. Human Resources Administration (HRA)

Coordinate with the Property Management Office, Campus Public Safety and Computer Services relative to the return of Off Campus property to the College when an employee terminates employment with the College. HRA also should assist Property Management personnel by alerting them of any separations in employment. More detailed information will be addressed under VI. Separation of Employment Policy.

### 5. Business Office

The responsibility of the Business Office is to assist Property Management in accounting for CUNY’s fixed assets and provide accurate and timely information/documentation (e.g., correct expense coding) to make informed decisions. The Business Office should provide Property Management personnel a report of all purchases meeting the threshold. Property Management personnel should then collect all documentation such as purchase orders (from Purchasing Department / e-Procurement ), invoices and voucher (from Account Payable), receiving report (from Receiving Department) and other documents as necessary to properly account for and track accountable assets.

### 6. Campus Public Safety Office

The responsibility of Campus Public Safety Office is to safeguard College assets and to protect against unauthorized removal of College property. In addition, Campus Public Safety officers are responsible for signing the At Home/Off Campus Form. Campus Public Safety Officers should ensure that property removed from buildings or grounds has proper authorization to be removed, as supported by a *Property Control Form*.

## Roles and Responsibilities in Integration Process Workflow

Role	Responsibilities
<b>Financial Management</b>	CUNY accounting and financial reporting users responsible for maintaining the General Ledger
<b>Property Manager</b>	Persons responsible for a range of fixed assets at a given campus. Property managers record new assets, changes to existing assets, and asset disposals. They are also responsible for periodic physical inventories to verify asset records.
<b>Requestor</b>	Person responsible for entering requisitions
<b>Receiver</b>	Responsible for receiving goods
<b>Operations Support</b>	Responsible for CUNYfirst maintenance and execution of batch jobs
<b>L&amp;W Maintenance</b>	Responsible for Maintenance of assets concerning License and Warranty information
<b>Asset Viewer</b>	View asset related information
<b>AP/PO Viewer</b>	View/Print Voucher, Purchase Order Receipt information

### III. Procedures for Property Management

Property can be classified as movable tangible and fixed assets. For purposes of property management, a moveable asset consists of: items that primarily require no permanent connection to utilities or the structure. For inventory purposes, movable assets with an acquisition cost meeting the dollar threshold and having a useful life greater than one year will be tagged and inventoried.

#### A. Property Management Office Tasks

##### 1. Property Identification

###### a. Collection of Documents

The Property Management Office is aware of purchased property that is required to be tagged from documentation through e-Procurement, Purchasing, Account Payable, Central Receiving or the responsible entity in the Business Office. The Central Office also provides DASNY and other documentation of other funding sources. In locating an item to be tagged, the Property Management Office should coordinate with the College Central Receiving Department (area), Building and Grounds Department, Department Liaison, or liaison in each building to get notification on the arrival of property and the location of the item. Besides, each department should report new property received by e-mailing the purchase order number to Property Management personnel to determine if the item meets the threshold for tagging with a CUNY bar code.

Property Management personnel may not be aware of new property until the monthly reconciliation reveals an added purchase order number received at a later time. If not simply an oversight, it means that the Property Management Office might have not received all the paperwork. Property Management personnel should acquire the paperwork from the College Accounts Payable Department or Research Foundation and reconcile these items as soon as possible. Starting Fiscal Year 2014 all Tax Levy purchase orders can be found in CUNYfirst.

###### b. Property Bar Coding/Tagging

All property meeting the criteria for inventory (fixed assets that meet capital asset threshold and property classified as “sensitive items”) should have bar-coded tags affixed. Exceptions are items that are considered “not physically taggable (NPT)” (Ex. Artwork or software) or “aggregate.” For NPT items, tag numbers are assigned and the bar code tag is attached to the purchase order copy. The same information obtained for the taggable items should be entered in the file as an NPT item.

When the property is located, affix the tag in an area where it can be easily accessed for scanning during the annual inventory. All tags must remain affixed as long as the property is in the possession or in the control of the College. The relevant data on tagged property should be entered into CUNYfirst in a timely manner. Tagging and entering data into CUNYfirst within two (2) weeks of receiving property notification is strongly recommended. When property cannot be bar coded/tagged and entered in CUNYfirst in a timely manner, under certain circumstances, it is recommended to be bar-coded/tagged and entered in CUNYfirst no later than sixty (60) days after arrival of notification. **All new property delivered to CUNY premises by June 30 must have a bar code attached or assigned by July 31. Property Managers should follow up with assigned tags to ensure that a physical tag is affixed in a timely matter after the tag is assigned unless the item is NPT.**

A log of the tags in numeric order must be maintained. It is important for resolving discrepancies with tags, purchase order and locations. When a tag is destroyed, or not used for any reason, it must be indicated in the tag log.



### c. Asset Maintenance

Asset Additions are the crux of the CUNYfirst asset management system. Once initial asset data is captured correctly, all transactions that follow in the asset lifecycle will have a higher degree of accuracy and completeness. There are three ways to add an asset in CUNY first:

- 1) Load a Tax Levy asset from AP/PO interfaces
- 2) Copy an Existing Asset
- 3) Spreadsheet upload

#### 1.) Assets fields that should be filled

##### ▪ General Information tab

Please note that “Asset Status” and “Acquisition Code”, marked with an asterisk (\*), are required fields on the General Information tab. The Asset Status default value is “In Service” and the Acquisition Codes default value is “Purchase”. For either required fields, the default value may be changed to correct value. CUNY also requires Description, Short Description, Asset Type, Acquisition Date, and Placement Dates on this tab.

##### ▪ Asset Information tab

Following is a review of the most important fields on Asset Information tab in the CUNYfirst system. If not already populated, make sure to enter physical information data in all these sections: Asset Structure, Manufacturer Information, Asset Resource Information, Maintenance Information, Other Information, and IT Asset Related Information.

##### Tag Number

This is a unique number of the bar coded label attached to the property. Only eleven spaces are used (i.e. GRA-0001234, BRO-0001234). If an extra space is entered or a space is missed in CUNYfirst, the tag number is considered as invalid. The tag number is unique. The tag number should be entered as it appears on CUNY bar-coded inventory stickers.

##### All description fields

All of the description fields are usually carried over from the Purchase Order. Description can fit maximum of 30 characters. Short Desc is the first 10 characters of Description and should always be the condition “G”. Detailed Description can be up to 256 characters. The description is the term from the CUNYfirst nomenclature that best describes the new item. If a suitable description is not found in the nomenclature drop-down menu for an item, contact Central Office to have it added to the list.

##### Asset Structure

Assets may be catalogued as assets of a certain type, with sequential subtypes. Asset Types & Subtypes are used to facilitate more granular reporting and classification.

##### - Asset Type

It displays the asset type for this asset from a list of valid definitions.

##### - Asset Subtype

It displays the asset subtype to this asset type. Only one asset subtype can be applied to an asset type. Subtype selection is dependent on Asset Type. There can be multiple Subtypes per Asset Type. Subtype is not required; however, it can be populated during asset maintenance.

##### Quantity

This field should always be one (1).

##### Manufacturer Information

This section provides information to define asset manufacturer information.

- **Serial ID**

Enter the asset serial number ID. Serial ID is required for asset listed as hardware for asset type.

- **Manufacturer Name**

The manufacturer indicates the name of the property manufacturer. Enter the manufacturer's name, if available. It should not be confused with the name of the retailer and/or vendor of the property.

- **Model**

Enter the asset model information, if available.

### Additional Information

Procurement requires that Hazardous Assets be identified. CUNY will not use Hazardous Code Information.

### Location

Look up the valid location in CU\_FSAM\_LOCATION query. CUNYfirst asset systems used information such as Building, Floor, Room to represent the physical location of an asset. This information is combined into one unique code. For off campus equipment, enter the office of the borrower as the location.

### Custodian Information

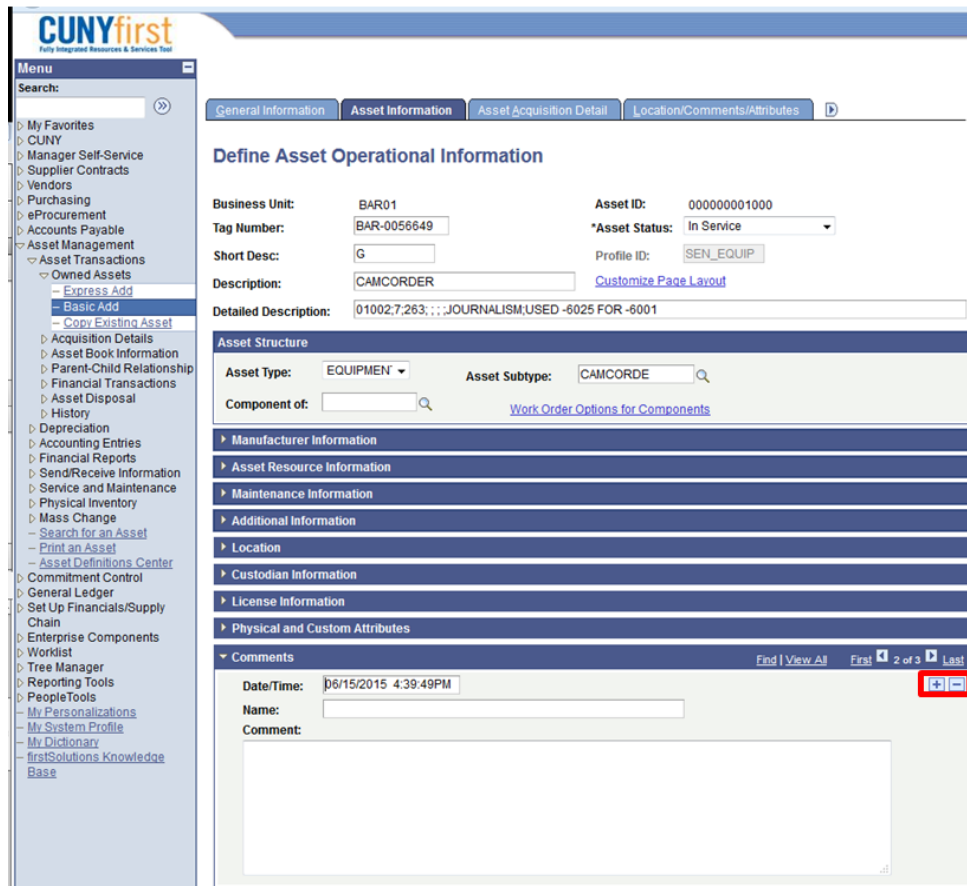
Enter the name of the person who is the Custodian of the Asset by Last Name, then First Name. CUNY will not be entering the custodian's EMPLID at this time. The 'This Asset is Offsite' checkbox is selected when the asset is not always in one location such as a laptop. These Chartfields do not impact the financial records for cost and depreciation purposes.

### Department

The department number refers to the department actually using the property; not necessarily the buying/paying department.

### Comments

To add a comment, click the add a Row icon. To delete a comment, click the delete a Row icon. Deleting a comment is used to correct an error. CUNY retains correct comments as history of an asset. When adding multiple comments, make sure that the date and time are different. Otherwise, the system displays a "Duplicate key..." error message.



■ **Asset Acquisition Detail tab**

Use the Asset Acquisition Detail page to import costs before they are approved for capitalization. Once approved, you can then capitalize these costs. The total capitalizable costs appear by default in the Capitalize Information collapsible section. Click on the Interfaces Info, which links to access a separate page for AP/PO information for assets that have been added via the AP/PO interface to AM. Click the Acquisition Detail Chartfields, which links to view the string against which the asset was acquired. On the Asset Acquisition Detail page, costs (if available) can be recorded and updated. All costs are added in Total Amount (which is grayed out, i.e. not updateable). CUNY uses Acquisition Detail Chartfields to record asset financial information. As for Fund Code, it is always listed as 50 for capital assets. Chartfields are populated by AM accounting templates. Asset Management users will not be able to manually enter the Chartfields for an AM transaction.

Acquisition Date\*

The acquisition date is the date when property is initially received. If the date is unknown, the invoice date can be used. However, if CUNYfirst is already closed for the fiscal year (usually happens the first week of August), the acquisition date for items should be July 1<sup>st</sup> of the next fiscal year. If items are entered into CUNYfirst in a timely manner, it is not required to use this special acquisition date during the fiscal year closing.

**It is important to note that the acquisition date entered cannot be changed except under very rare circumstances.** Central Office must be notified by Colleges regarding any changes in acquisition date.

Sensitive Item (It refers to property that the College chooses to track though it does not meet the “threshold” value). For example:

- SEN\_HARDW: for computer hardware that is less than \$5,000, such as printer, tablet PC, IPAD etc.

- SEN\_EQUIP: for items other than computer hardware that is less than \$5,000, such as fax machine, digital camera etc.

### Capitalization Information

An item is capitalized when recorded as an expenditure, rather than an expense. This means the expenditure appears in the balance sheet, rather than the income statement. Capitalize button indicates whether this cost row has been capitalized. If it has not already been capitalized, you can assign it a status of To be Capitalized or Never Capitalize. Asset Management enables users to associate books with non-capitalized assets with the Never Capitalize status. Based on the option selected, either the Capitalization Information section or the Non Capitalization Information section appears on the page.

**List of Information Fields on General Information and Asset Information tabs**

<b>Field</b>	<b>Length</b>	<b>Description</b>
<b>Description</b>	30	Describes the asset
<b>Short Description</b>	10	Describes the asset
<b>Tag Number</b>	12	Tag the asset for physical inventory processing
<b>Asset Type</b>	N/A	Type of asset
<b>Asset Subtype</b>	N/A	Subtypes are optional, user-defined and directly related to the Asset Type
<b>Asset Status</b>	N/A	Values: Budgeted, Commitment, Disposed, In Service, Received (not in service), Requisitioned, Suspended, Transferred, and Work in Progress
<b>Acquisition Date</b>	Date	Date asset is acquired
<b>Placement Date</b>	Date	Date asset is placed in service
<b>Acquisition Code</b>	N/A	How asset is acquired. Valid values: Donated, Constructed, Leased, Like Exchange, Purchased (default), Trade In, Transferred
<b>Profile ID</b>	N/A	Contains standard depreciation criteria for an asset type and its corresponding asset books
<b>Capitalized Asset</b>	N/A	Indicates whether the asset has been capitalized
<b>New Asset</b>	N/A	Default is checked
<b>Available for Use</b>	N/A	Default is unchecked

All new additions to CUNYfirst not completed through AP/PO should be accompanied by a purchase order. For funds which do not have purchase orders, other backup documents may be attached instead (e.g. donation agreement, or credit card statement). Copies of invoices and payment vouchers should be obtained from the Accounts Payable Department (or from CUNYfirst/Purchasing), added to Asset Description in Asset Management and kept by Property Management personnel.

## **2.) Updating Records**

CUNYfirst records must be updated when one of the following occurs:

- Transfer between departments
- Transfer between rooms of a department
- Transfer to new locations including At Home/Off Campus (At Home/Off Campus Form need to be completed)
- Transfer of title/location between Colleges: In order to transfer property, Property Management personnel should inform Central Office of the transfer. Central Office will then coordinate the transfer and update the domain in CUNYfirst after confirming with the receiving College
- Disposition of property: Change the appropriate disposition type and update the actual disposition date. More detailed information for RF property is addressed under E. Disposal & Salvage

When items are updated on CUNYfirst, a source document should be attached (i.e., purchase order, Property Control form, AH / OC form, email or memo).

## **2. Monthly Reconciliations**

The purpose of the reconciliation is to compare Property Management Inventory Report, DASNY report, or DDCM payment log and CUNYfirst records, and adjust additions and subtractions on both records in order to arrive at the correct inventorial dollar balance of inventory. Reconciliations should be performed on a monthly basis. Reconciliation Instructions (Appendix B) provides detailed reconciliation procedures and an example of a properly completed reconciliation.

## **3. Property Audit**

CUNY policy requires that the College re-inventory sensitive items and all property over the required tagging threshold annually. Each department is responsible for controlling its inventory in order to properly account for all items. Failure to comply creates a significant risk of funding reductions for the College and/or applicable departments. Before the re-inventory process begins, all inventorial items in CUNYfirst are set to “Not Found”. “Not Found” status indicates that Colleges should make every effort to locate the Not Found items through requesting assistance from the applicable department heads. The acceptable threshold of items “Not Found” is the lesser of \$300,000 or 5% of a College’s total inventory. When an asset is not found during physical inventory, Asset Management records are updated. After 3 consecutive years of the asset not being found, the asset should be retired. More detailed information is addressed under IV. Audit of Property (Re-inventory).

## B. Qualification of Accountable Assets

### 1. Accountable Fixed Assets (Taggable Property)

#### Equipment

Equipment is defined as fixed or movable tangible assets to be used for operations, the useful life of which is more than one year from the date of acquisition. Improvements or additions to existing equipment that constitute a capital outlay or increase in the value or life of the asset, with an acquisition of \$5,000 or more [computer hardware - \$5,000], should be capitalized as an upgrade and recorded as an addition to the existing asset. Jointly funded equipment is defined as equipment paid in whole or in part by another entity, and should be capitalized by the entity responsible for future maintenance.

#### Furniture and Fixtures

The cost of all office furniture and fixtures (e.g., desks, chairs, filing cabinets, etc.) with a unit acquisition cost of \$5,000 or more should be capitalized.

#### Computer Software

The cost and installation of software with an acquisition cost of \$5,000 or more that is either purchased from an external vendor (e.g., Microsoft Office applications) or internally generated should be capitalized.

CUNY is required to implement GASB51, Accounting and Financial Reporting for Intangible Assets. It requires CUNY to capitalize the cost of an internally generated intangible asset if all of the following have been completed:

- The specific objective of the project and the related service capacity of the assets have been defined,
- The technical feasibility of the project has been demonstrated, and
- CUNY has shown the intent to fund the project, and is able to complete the project.

Software should be inventoried if the initial license is for a term greater than a year, and the cost per license (unit) is \$5,000 or greater. Renewals to licenses are not inventoried.

**Purchased software** which meets GASB51 criteria and capitalization criteria noted above should be capitalized by property managers through imputing required information into CUNYfirst as Not Physically Taggable. (NPT)

**Internally generated software** which meets GASB 51 criteria and capitalization criteria noted above should be capitalized by the Office of the University Controller instead of the property management department, utilizing information obtained by various college departments.

#### Computer Hardware (Electronic Data Processing - EDP)

The cost and installation of computer equipment such as laptop computers, desktop computers, printers, servers on local area networks, and disk storage should be capitalized. Improvements or additions to existing computer hardware that constitute a capital outlay or increase in the value or life of the asset, with an acquisition of \$5,000 or more, should be capitalized as an upgrade and recorded as an addition of value to the existing asset.

#### Vehicles

Vehicles are machinery used for transportation, e.g., car, truck, van, etc. Items not used for transportation are classified as equipment, not as vehicles, such as John Deere tractor, recreational boat, a golf cart, etc. Vehicles with an acquisition cost of \$5,000 or more should be capitalized.

#### Works of Art and Historical Treasures

The category includes, but is not limited to:

- b. Collections or items of significance owned by CUNY which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service,
- c. Collections or items that are protected, cared for, preserved or subject to an organizational policy requires the proceeds from sales of collection items to be used to acquire other items for collections.
- d. Books that are of historical or significant value.

Property Management personnel should work with the campus artwork liaison to inventory all artwork with an appraisal value of \$5,000 or greater. All artwork is inventoried as Not Physically Taggable (NPT).

Smart Classroom

Smart Classrooms typically consist of the following components: interactive white board, computer, projector, printers, podium cables and other accessories, as well as related labor costs.

Effective July 1, 2012, ALL of the initial costs associated with setting up the Smart Classroom should be tagged and treated as one unit, subject to the University capitalization threshold regarding equipment of \$5,000 or more. The components comprising the Smart Classroom should be consolidated and loaded to CUNYfirst Asset Management utilizing the AP/PO interface, in accordance with proper loading procedures for Asset Management. The tag should be placed on the lower right corner of the Smart Board. Once a Smart Classroom has been implemented, any subsequent individual Smart Board components purchased or replaced should follow the University Capitalization threshold regarding equipment of \$5,000 or more. If the replacement unit is below threshold, the item should be expensed and no adjustment to the Smart Classroom asset is needed. If the replacement unit is above threshold, the item should be added to the cost of the Smart Classroom as a cost adjustment.

**2. Acquisition Cost**

Fixed assets should be recorded and reported at their historical costs, which include the vendor’s invoices (plus the value of any trade-in), plus initial installation cost (excluding in-house labor), any cost of modifications, attachments, accessories or apparatus necessary to make the asset usable for the purpose for which it is acquired. Historical costs also include ancillary charges such as duty, protective in-transit insurance, freight, site preparation costs and professional fees. When multiple items, e.g., 100 computers, are received, count the acquisition cost of each individual item and enter 100 new records into CUNYfirst. Avoid tagging/entering in CUNYfirst in aggregate (i.e., entering one record with the quantity of 100). The following below are examples of expenditures to be capitalized.

	<b>Class of Asset</b>	<b>Examples of Expenditures (to be capitalized)</b>
<b>1.</b>	<b>Equipment</b> (Non-Computer related)	<ul style="list-style-type: none"> <li>• Purchase price or fair market value</li> <li>• Assembly and installation costs</li> <li>• Freight and handling charges</li> <li>• Insurance on equipment while in transit</li> <li>• Professional fees (consultant, maintenance, etc.)</li> </ul>
<b>2.</b>	<b>Furniture and Fixtures</b>	<ul style="list-style-type: none"> <li>• Purchase price or fair market value</li> <li>• Assembly and installation costs (including professional fees)</li> <li>• Freight and handling charges</li> <li>• Insurance on furniture and fixtures in transit</li> </ul>
<b>3.</b>	<b>Computer Software</b>	<ul style="list-style-type: none"> <li>• External direct costs of materials and services</li> <li>• Costs to obtain software from third parties</li> <li>• Travel costs incurred by employees in their duties directly associated with development</li> </ul>

		<ul style="list-style-type: none"> <li>• Payroll and payroll-related costs of employees directly associated with or devoting time in coding, installing or testing</li> <li>• Interest costs incurred during the application development</li> <li>• Professional fees</li> </ul>
4.	<b>Computer Hardware</b>	<ul style="list-style-type: none"> <li>• Purchase price or fair market value</li> <li>• Professional fees, relating to assembly and installation costs</li> <li>• Freight and handling charges</li> <li>• Insurance on computer hardware while in transit</li> </ul>
5.	<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• Purchase price or fair market value</li> <li>• Assembly and installation costs</li> <li>• Freight and handling charges</li> <li>• Insurance on vehicles, while in transit</li> </ul>
6.	<b>Works of Art and Historical Treasures</b>	<ul style="list-style-type: none"> <li>• Collection of rare books, manuscripts</li> <li>• Historical maps, documents and recordings of significant value</li> <li>• Works of art such as paintings, sculptures, and designs</li> <li>• Artifacts, memorabilia, exhibits</li> <li>• Unique or significant structures</li> <li>• Purchase price or fair market value at the date of donation</li> <li>• Books of historical or significant value</li> </ul>
7.	<b>Smart Classroom</b>	<ul style="list-style-type: none"> <li>• Interactive white board, computer, projector, printers, podium cables and other accessories</li> <li>• Labor costs</li> <li>• All of the initial costs associated with setting up the Smart Classroom</li> </ul>

### 3. Capitalization Thresholds

In accordance with CUNY's capital asset policy, artwork and EDP equipment is considered as inventoriable assets if the acquisition cost is \$5,000 dollars or greater. All other assets such as computer software, furniture & fixtures and vehicles are required to be tagged and inventoried in CUNYfirst if they meet an acquisition cost of \$5,000 or greater. All computer related items under \$5,000 such as IPADS, desktops etc. are considered by definition Sensitive and must be tagged. Additionally, Colleges have the option to inventory sensitive items below the capitalization threshold (e.g., cameras, notebook computers, PC tablet) at the request of the department and the discretion of the Property Management personnel. This policy applies to all funding sources with the exception of items acquired through the Research Foundation. More detailed information to account for RF property is addressed under VII. Research Foundation.



	<b>Class of Asset</b>	<b>Threshold</b>
1.	<b>Equipment (Non-Computer related)</b>	\$5,000
2.	<b>Furniture and Fixtures</b>	\$5,000
3.	<b>Computer Software (Purchased)</b>	\$5,000
4.	<b>Computer Hardware</b>	\$5,000
5.	<b>Vehicles</b>	\$5,000
6.	<b>Works of Art/Historical Treasures</b>	\$5,000
7.	<b>Infrastructure</b>	\$100,000
8.	<b>Infrastructure Improvements</b>	\$100,000
9.	<b>Building Improvements</b>	\$25,000
10.	<b>Land Improvements</b>	\$25,000
11.	<b>Copyrights</b>	\$25,000
12.	<b>Trademarks</b>	\$25,000
13.	<b>Patents</b>	\$25,000
14.	<b>Easements, water, timber, mineral rights, and other land use rights, permits, and licenses</b>	\$25,000
15.	<b>Internally Developed Computer Software</b>	\$100,000
16.	<b>Construction in Progress (capitalized until substantially complete)</b>	n/a
17.	<b>Smart Classroom</b>	\$5,000
18.	<b>Land</b>	All
19.	<b>Building</b>	All

Note: If a purchase consists of several items with the aggregate cost exceeds the threshold, these items are not to be capitalized if each individual cost does not exceed the aforementioned threshold.

Exception to capitalization

The following is an exception to the policy:

- Unique items that the College may want to track and add to inventory regardless of the cost (e.g., weapons for police)
- All library books except those meeting the definition of a historical treasure

## **C. Accounting Structure**

### **1. Funding Source**

The Business Office should provide information on who handles the various fund sources. Property Management personnel should use the Funding Source Table as a checklist to ensure that all fund sources are taken into consideration. Information regarding the most used funding source are:

#### **Funding Source 803002 - Dormitory Authority of the State of New York (DASNY)**

DASNY sends copies of all purchase orders to Central Office which then distributes them with related invoices to the Colleges. College Property Management Personnel review all DASNY POs and invoices to decide if the purchased property is inventorial. If Property Management personnel have any questions regarding missing POs or invoices, they should contact Central Office's Fixed Asset Analyst. The Fixed Asset Analyst will assist the College in getting information from DASNY. Property Management personnel also receive monthly and quarterly DASNY PO reports from Central Office. Property Management personnel should use this information to perform a reconciliation with CUNYfirst records.

#### **Funding Source 803003 - Gift/Donation**

The department receiving a gift of property must inform the Property Management Office and provide information regarding location and **fair market value**. The cost of gift property cannot be \$0.00. More detailed information for handling donated/gift property is addressed under III. D. Miscellaneous Acquisition.

#### **Funding Source 803004 - State & City Tax Levy**

Most property purchased by senior Colleges is state or city tax levy funded. Starting Fiscal Year 2014, all Tax Levy assets are interfaced through AP/PO. Proper coding is essential for reconciliation of Property Management Inventory Report and CUNYfirst records. If any miscoded situation is found, Property Management personnel should inform the Business Office to correct the code. Property Management personnel should review monthly and quarterly Property Management Inventory Report to check against CUNYfirst records with Funding Sources not equal to 803002, 80603, 803005 and 803007.

#### **Funding Source 803005 - Research Foundation**

In accordance with Research Foundation Policy 501-c "Purchase of Equipment", project directors are required to prepare a Property Screening Certificate to certify that suitable property is not available for loan or sharing. This form is provided to Property Management personnel for verification. When orders for property have been reviewed and approved by the appropriate departments at the Research Foundation (RF), they are encumbered and entered into RF's system. On the Property Managers page of the Research Foundation website, copies of all documentation (voucher, purchase order, invoice) are posted monthly for Property Management personnel use. The property is then identified, tagged and entered into the CUNYfirst system. More detailed information for RF property is addressed under VII. Research Foundation.

#### **Funding Source 803005 - Research Foundation, miscellaneous**

Information regarding these purchases will come from RF and is handled the same as Funding Source 803005 - Research Foundation, except that the account number begins with 7, 8, or 9. Contact Property Management personnel at Research Foundation in order to validate, confirm and/or acquire correct account numbers. More detailed information for RF property is addressed under VII. Research Foundation.

#### **Funding Source 803006 - Capital Projects (DDCM)**

Capital Projects are handled through the Campus Facilities Office. The Department of Design, Construction and Management (DDCM) at CUNY is responsible for the execution of capital projects and pays for those POs. POs could be funded either by State or City. The Property Management Office should be notified by the College Business Office

about these POs and review equipment funded by Capital Projects to see if they need to be tagged. Because a Capital PO may look similar to a tax levy PO, Property Management personnel should be careful to properly identify Capital POs in order to ensure correct input in CUNYfirst. Starting Fiscal Year 2015, all POs can be found on SharePoint.

**Funding Source 803007 - Central Office Treasury Management (Non-Tax Levy)**

The Central Office will periodically notify the College Property Management Office regarding purchased property funded by Central Office Treasury to ensure that property is properly accounted for and tracked.

- **Funding Source Table**

<b>Funding Source</b>	<b>Description</b>	<b>Short Description</b>
<b>803001</b>	Certificates of Participation	COPS
<b>803002</b>	Dormitory Authority State	NY DASNY
<b>803003</b>	Gift_Donated	Gift
<b>803004</b>	City & State Appropriated Fund	Tax Levy
<b>803005</b>	Research Foundation	RFCUNY
<b>803006</b>	DDCM_Capital	DDCM
<b>803007</b>	Treasury Centralization	Non-Tax Levy

Note: Use the appropriate value listed in the chart or ‘999999’ if option is not listed

**Expense Code/Category Code**

In order to capture all inventorial assets in CUNYfirst, it is critical to identify the correct CUNY Financial Accounting System expense codes. Proper coding is essential for reconciliation and CUNYfirst records. It also provides Colleges with the ability to separately identify inventorial sensitive assets from non-inventorial assets.

Expense Code Table details the inventorial and non-inventorial expense codes that should be utilized for items as determined by the aforementioned capital asset criteria. This table should be shared with and used by all requestors, Business Managers and Purchasing Department.

## Category Code Table

Code	Description	Profile ID	Account
<b>Capital</b>			
2318000001	Food & beverage equip >\$5K	EQUIPMENT	55004
2413000001	Indstrl refrigeration >\$5K	EQUIPMENT	55004
2510000001	Motor vehicles >\$5K	VEHICLES	55011
2510000091	Motor vehicles -Grn >\$5K	VEHICLES	55011
2511000001	Marine transport >\$5K	VEHICLES	55011
2613000001	Power generation >\$5K	EQUIPMENT	55004
2613000081	Power generation -Haz >\$5K	EQUIPMENT	55004
2613000091	Power generation -Grn >\$5K	EQUIPMENT	55004
2614000081	Atom Nuclear equip -Haz >\$5K	EQUIPMENT	55001
2714000001	Auto Spec Tools >\$5K	EQUIPMENT	55004
4110000001	Lab & Scien equip >\$5K	EQUIPMENT	55004
4217000001	Medical Lab Equip >\$5K	EQUIPMENT	55013
4319000001	Communications Devices >\$5K	EQUIPMENT	55014
4321000001	Computer equipment >\$1K asset	HARDWARE	55006
4321210001	Computer Printers >\$1K asset	HARDWARE	55006
4321211001	Multi func Printers >\$1K asset	HARDWARE	55006
4322000001	Network Comm accessrs >\$5K	EQUIPMENT	55004
4323000001	Software >\$5K asset	SOFTWARE	55007
4410000001	Office machines >\$5K	EQUIPMENT	55004
4410000091	Office machines Grn>\$5K	EQUIPMENT	55004
4511000001	Audio visual equip >\$5K	EQUIPMENT	55004
4616000001	Public safety & ctrl >\$5K	EQUIPMENT	55012
4616000081	Public safe & ctrl -Haz>\$5K	EQUIPMENT	55012
4617000001	Security equip >\$5K	EQUIPMENT	55012
4617000081	Security equip -Haz>\$5K	EQUIPMENT	55012
4618000001	Personal protection >\$5K	EQUIPMENT	55012
4618000081	Personal protection -Haz >\$5K	EQUIPMENT	55012
4619000001	Fire Protection >\$5K	EQUIPMENT	55004
4619000081	Fire Protection -Haz>\$5K	EQUIPMENT	55004
5214000001	Appliance >\$5K	EQUIPMENT	55004
5216000001	Consumer electronics >\$5K	EQUIPMENT	55004
5610000001	Furniture and Fixtures >\$5K	FURNFIXTRS	55005
5610000091	Furniture and Fixtur-Grn >\$5K	FURNFIXTRS	55005
6013000001	Music Instrument & parts >\$5K	EQUIPMENT	55004
7211000000	7211000000	BLDG_IMPR	55002
7211110000	7211110000	BLDG_IMPR	55002
7211114000	7211114000	BLDG_IMPR	55002
7211114001	Building Improvements >\$25K	BLDG_IMPR	55002
7211119000	7211119000	BLDG_IMPR	55002
7211119001	Building Improvements Grn >\$25K	BLDG_IMPR	55002
4321020001	Smart Classroom >=\$5K	SMRT-BOARD	55004
<b>Sensitive</b>			
2510000002	Motor vehicles <\$5K asset	SEN_VEHIC	53908
2510000092	Motor vehicles -Grn <\$5K asset	SEN_VEHIC	53908
2511000002	Marine transport <\$5K asset	SEN_VEHIC	53908
2614000082	Atom Nuc equip -Haz <\$5K asset	SEN_EQUIP	53900
2714000002	Auto Spec Tools <\$5K asset	SEN_TOOLS	53903
4110000002	Lab & Scien equip <\$5K asset	SEN_EQUIP	53903
4217000002	Medical Lab Equip <\$5K asset	SEN_EQUIP	53907
4319000002	Comm Devices <\$5K asset	SEN_EQUIP	53908
4321000002	Computer equipment <\$1K asset	SEN_HARDW	53905
4321160002	Computer Accessories <\$1K asset	SEN_HARDW	53905
4321210002	Computer Printers <\$1K asset	SEN_HARDW	53905
4321211002	Multi function print <\$1K asset	SEN_HARDW	53905
4323000002	Software <\$5K asset	SEN_SOFTW	53910
4511000002	Audio visual equip <\$5K asset	SEN_EQUIP	53903
5216000002	Consum electron <\$5K asset	SEN_EQUIP	53903
6013000002	Music Instru & parts <\$5K asset	SEN_EQUIP	53903

The decision as to whether an asset that falls below CUNY's capitalization threshold should be classified as an inventorial sensitive asset should be made by individual business unit. Although Property Management personnel are required to inventory only property that meets the threshold, this rule does not apply to assets purchased through the Research Foundation. In addition, it is recommended that the user department maintains its own inventory, including items that are under threshold.

## 2. Account Code Format

### Research Foundation coding

For Research Foundation, purchase order numbers begin with two characters indicating the fiscal year (i.e. 14 for 2014, 15 for 2015, etc.), dash, RF followed by the Research Foundation PO#, semi-colon, PRSY number (i.e. 14-RF076443507; 68822-00-37).

If the PO is missing under certain circumstances, the POM can be used. For a gift, donation or loan, the PO field can be left blank or indicate “gift”, “donation” or “loan” in the field.

### Invoice Number

Indicate the invoice number of the invoice that best reflects the total cost. If there is more than one invoice (e.g. Freight billed on a separate invoice), use the invoice number that includes the majority of the cost indicated. If the invoice number is longer than the field allows, use the first eleven digits.

### Acquisition Cost (Accounting Amount)\*

The actual amount paid for the property. Freight and installation might need to be included (refer to III. B. 2. Acquisition Cost, for some examples of costs to be included.) If there is a discount or trade-in, the acquisition cost is the actual amount paid, after the discount or trade-in has been deducted. Cost is determined from the voucher or check, if available, not the purchase order. If property is funded with different funding sources of different amounts, the amounts should be entered individually under corresponding fund and account number.

### Principal Investigator

Only RF purchase orders have a principal investigator. This is the person whose “Authorized Signature” appears on the payment request.

## **D. Miscellaneous Acquisition Policies and Procedures**

### **1. Trade-In**

The property user department must notify the Purchasing Department and the Property Management Office of a trade-in. Copies of supporting documentation should be forwarded to the Property Management Office indicating traded property. Property Management personnel should request a receipt for traded property from the vendor indicating the following:

- Description of Property
- Tag Number if available
- Model, Manufacturer and Serial Number
- Credit Amount of traded property

### **2. Leased Property**

Currently, all leased property should not be capitalized. Contact OUC if your college has a lease and your business office thinks that it should be capitalized.

### **3. Gift / Donation**

Gifted / donated property generally occurs when professors, corporations and other benefactors make property available for use at the school by donating it to a specified department or individual under certain terms and conditions. The College is responsible for the property while it is in its custody. This includes equipment, furniture, professional artwork and other forms of property. All donated property should be approved by the appropriate dean, chairperson, or department head. All contracts should be referred to the Director for Legal Services for legal review. The Property Management Office will assist, as requested, once pertinent information is supplied.

#### **● Procedures**

- a. All gifted / donated property should be accounted for in CUNYfirst. Terms of agreement should include when the property is to be returned, clearly spell out any liabilities or contingent liabilities as a result of this agreement, and specify the location of the items at the College. An approved contract form should be obtained from the Property Management Office. Property Management personnel must be provided with necessary details for scheduling insurance at least two weeks prior to receipt of all artwork. DASNY's insurance coverage is subject to a \$10,000 deductible per loss. Any excess valuation should be provided by the Donor/Seller.
- b. A contract should be prepared and approved in consultation with the Director for Legal Services for all donated equipment and furniture items valued in excess of \$20,000. The agreement will detail how the property is to be transported to the College, who is responsible for it, and who is responsible for the transportation, handling and installation charges. A completed copy should then be forwarded to the Property Management Office.
- c. As stated in item a. above, an agreement must be entered into prior to receiving any artwork. Agreements should be signed by the appropriate dean, chairperson or department head after they have been reviewed by the Director for Legal Services.
- d. All Gifted / donated property should be tagged and input with fair market value, and an estimated replacement value. Any movement of property at the College must be accompanied by a properly approved transfer form completed by Property Management personnel before the transaction occurs.
- e. The funding source 803003 in the CUNYfirst System should be used by Property Management personnel to account for equipment and furniture gifted / donated to the College.

- f. Losses or damage to all gifted/donated property as a result of theft, fire, vandalism or other causes should be immediately reported to the College's Property Management Office. The Office of Campus Security and Public Safety should also be immediately notified of all losses or property damages. The Property Management Office should initiate any required claims for artwork based on the information reported. Current insurance coverage for artwork covers most losses in excess of \$10,000 per occurrence, provided that losses are reported on a timely basis to DASNY. Any excess valuation is optional on donations.

#### **4. Loans**

Loaned equipment/artwork with significant intrinsic value should be tagged and input with a cost of zero. Once it is returned to lender, the asset should be marked as disposed.

### **E. Disposal & Salvage Policy**

#### **1. General Procedure**

Disposition of property purchased with tax levy funds must follow State or City guidelines. The Research Foundation deals with sponsors, with differing regulations regarding the disposition of property; please contact RF Property Management personnel prior to taking any disposition action for property acquired through the RF.

When it is determined that computers and/or other electronic equipment should be discarded, users must submit a Property Control Form request online or via e-mail to the Property Management personnel or designee. Some colleges' policy is to have users call their IT Help Desk. The Property Management Office will coordinate as follows:

- a. Disposal of Computers and Monitors Only

The Property Management Office informs Computing Information Services (CIS) to prepare the equipment according to CUNY policies. The hard drive must be removed and Computer Information Services must erase all data from the hard disks in preparation for the transfer of the equipment off campus. Upon completion, CIS certifies by signing the Property Control Form that:

- All University/College data has been completely removed, and
- All Licensed software has been completely removed

Colleges may elect to hire an outside vendor to erase data. If so, a certificate of recycling destruction must be obtained certifying that all hard drives have been wiped clean and computers destroyed in an environmentally safe manner.

- b. Electronics Disposal

Property Management personnel informs the Buildings and Grounds Department to collect any unwanted electronic equipment for relocation to the storage area designated the Recycled Electronics Component Room (RECR).

- 1.) Copier machines with hard disk drives must be checked for removal of the drives prior to vendor pick up
- 2.) Electronic equipment kept in the RECR should be disposed of within 180 days after its arrival
- 3.) Property Management personnel updates CUNYfirst accordingly
- 4.) When the accumulation of unwanted computers and electronics in the RECR reaches capacity, proper arrangements are made for a recycling vendor pick up
- 5.) All bills of lading and expenses are kept on file within the Property Management Office as a record of appropriate disposal

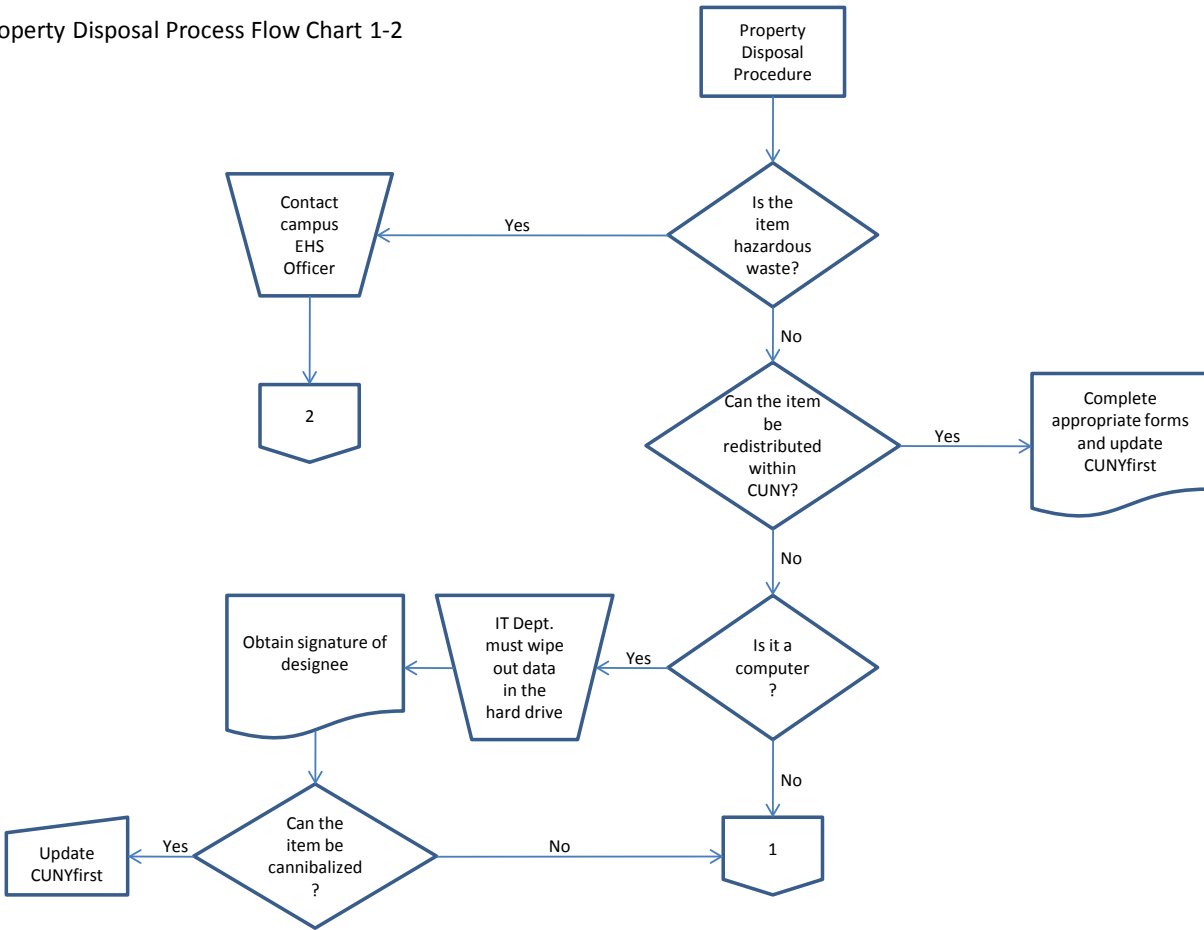
The following is required when working with a recycling vendor:

- The recycling vendor should have an Environmental Protection Agency certification number and an I.E. registration letter, obtained from the EPA.

- The Salvage Officer should file C7 (a letter that informs the New York State Department of Environmental Conservation (NYS DEC) of the vendor that is utilized for dismantling electronics) with the EPA.
- Both the Environmental Health and Safety Officer and Salvage Officer should have a copy of the I.E. registration letter and the C7 letter on hand, as it may be requested to be shown during an audit.

When CUNY property has been determined no longer useful, except for vehicles, guidelines and procedures for handling disposed equipment should be followed. See flow chart below:

Property Disposal Process Flow Chart 1-2



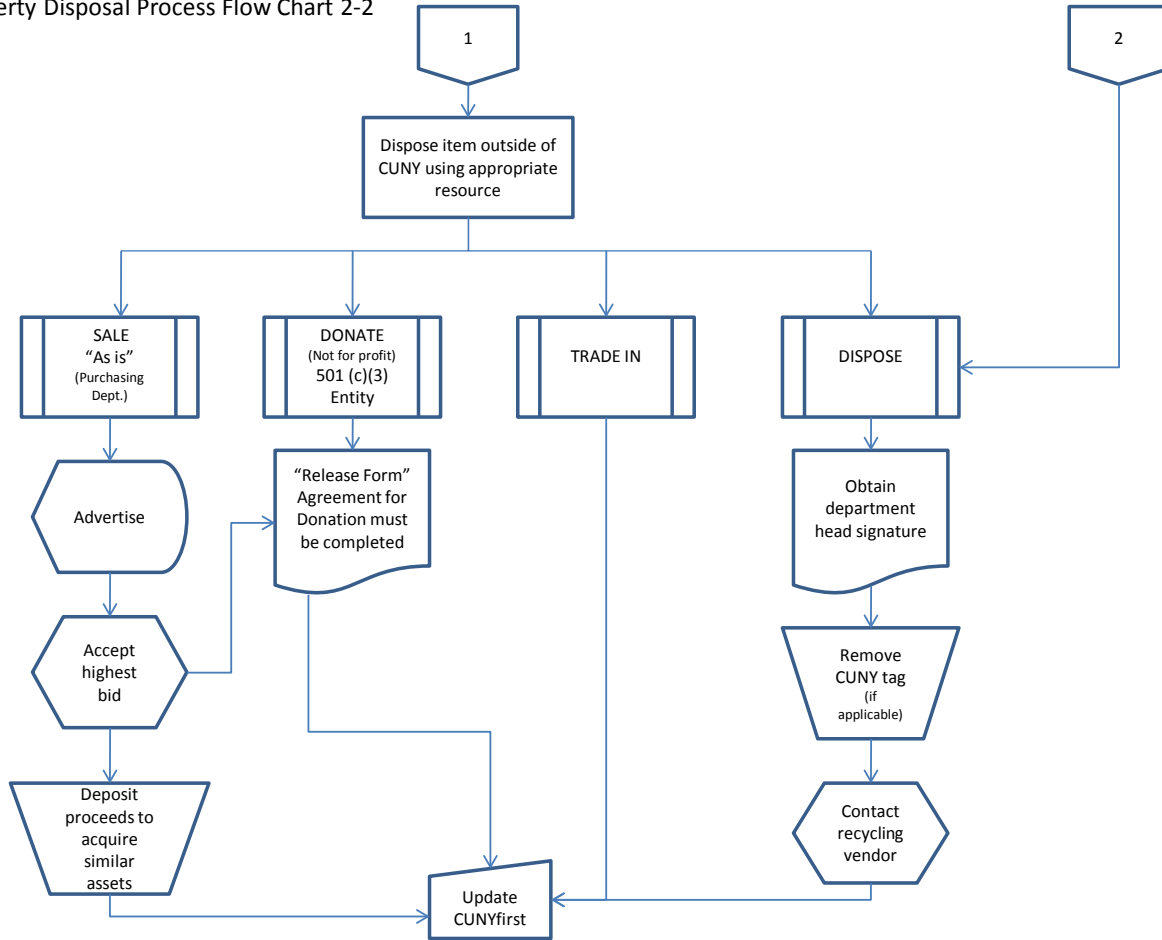
The President and /or Vice President/Dean of Administration (Senior Vice Chancellor for Central Office) having control of such property, should:

- Reuse the assets within CUNY. The College shall periodically, at least semi-annually, distribute copies of an inventory of property that is available for redistribution, or
- Use the proceed from sale of an asset as partial payment for a new item, or use the asset as a trade-in, or
- With the consent of the President or his/her designee, a College may donate the property to a community not-for-profit organization which has 501(c)(3) status as defined by the IRS, or is licensed by the city or state to accept such property donations, or the Board of Education. More detailed information is addressed under III. G. Donated/Gift, or
- Dispose of such College / CUNY property by selling to the highest bidder if it is deemed to be in the best interest of the College / CUNY. More detailed information is addressed under III. F. Sale of College-Owned Property. The bid should indicate that the asset is an “as is condition”. A release form stating this condition must also be signed, or



- e. If a. to d. are not applicable, a formal disposal procedure should be in place for the College to follow in discarding property.

Property Disposal Process Flow Chart 2-2



Disposition status of property in CUNYfirst should be updated once disposition occurs. It should be done on an ongoing, regular basis. Property Management personnel should not wait for the year-end re-inventory to record disposed items. Property Management personnel should distinguish different disposition types to update the record correctly and in a timely manner.

- **Disposition Types Table**

<b>Disposition Type</b>	<b>Description</b>
<b>CANNIBALIZED</b> (CANNIBALIZ)	To dismantle property for parts which are used as replacements in other property.
<b>DONATED</b>	Item contributed to a non-profit organization which has 501(c)(3) tax exempt status as defined by IRS, or is licensed by the City or State to accept such property donations. "Agreement of donation (form)" shall be filled in and signed by the party receiving any disposed property from the College and "as is condition" must be indicated on the form.
<b>OBSOLETE</b>	Item no longer used due to the useful life and has been replaced by a newer version.
<b>SALVAGED</b>	Relinquishment of surplus or obsolete item to the City Surplus (DCAS). See DCAS (Appendix I). Property Management personnel must document "Salvage" property with the corresponding relinquishment form.
<b>SCRAPPED</b>	Relinquishment of irreparable item to a recycling vendor. Documentation includes recycling vendors' pick-up receipt of item.
<b>RETURN TO INVENTORY</b> (NOT BY MASS)	To mark an asset that is a duplicate of another asset in CUNYfirst or it was entered in error.
<b>LOST/STOLEN*</b> (NOT BY MASS)	MUST BE ACCOMPANIED BY A CAMPUS POLICE REPORT. Follow the <b>Loss/Stolen</b> procedure.

## 2. Emergency or Special Circumstances

Such notice may be waived by the College President if at least three separate and independent offers are solicited and obtained. Every sale shall be made to the highest offer complying with the terms and conditions of the sale. All documentation, including a written waiver by the President for each sale, shall be retained and is subject to audit.

## 3. Hazardous Wastes

If the items marked for disposal are considered as hazardous waste or hazardous material, consult the Occupational Safety & Health Administration (OSHA) representative or Environmental Health & Safety Officer at the College to insure that disposal procedures are in compliance with the law.

## E. Sale of College-Owned Property

When it has been determined that the CUNY property shall be sold, the following process must be followed:

The Purchasing Department shall advertise at least once, at least one week prior to sale, in one or more of the following publications:

- New York State Contract Reporter,
- New York City Record,
- Local newspaper, and/or
- Any other appropriate publication

Such advertisement shall:

- List the number and types of available property, or if too numerous and/or complex, provide information as to how a prospective bidder can get a complete list of the property for sale, and
- Identify the property as being in "as is condition", and
- Require a signed release form, and

- Provide the terms of sale or, if too numerous and/or complex, provide information as to how a prospective bidder can get such terms, and
- Provide the date upon which sealed offers will be received.

The Purchasing Department will promptly accept the highest offer which meets the terms and conditions of the sale. If there is only one bidder, the bidder price should be reasonably similar to the asset's fair market value. Please check with Campus Legal Department for more information on legal issues.

Proceeds of sales shall be:

- Deposited at the College and segregated from other funds, and utilized to acquire similar asset and
- If the asset was City and/or State funded and not utilized within two (2) years, the proceeds should be deposited with the State or City as miscellaneous income.
- Use donated code and contact OUC.

**Please note that sales of equipment to employees and individuals are prohibited.**

#### **F. Donated/Gift**

The College cannot transfer the property to donees without doing the following beforehand:

1. Eliminate Data: Computer equipment may contain confidential information and data and proprietary software that belong to the College. The data must be eliminated before leaving the College. The Property Management Office must coordinate with the IT Department for a technical solution to ensure that all sensitive/confidential information inside the computer is removed. The CUNY tag number on the equipment should be scraped or marked over with indelible ink, so the bar code is no longer visible.
2. Donee Signs Form: The Donee must sign the Agreement for Donation/Sale (Release Form) (Appendix G) before taking possession of the property. This protects the Colleges and University. The agreement must be signed by the receiving party and the College designee.

#### **G. Loss/Stolen**

According to internal control guidelines issued by the State Comptroller, a State audit requires all Senior Colleges including Central Office to report the theft or loss of state-funded property with a value in excess of \$5,000. In reporting these items to the State Comptroller, the College should include a copy of the **incident report** obtained from the Public Safety reporting the theft or loss that documents the circumstances concerning the theft or loss. A copy of this incident report should also be provided to the College's Property Management Office and items are marked as "Loss/Stolen" in CUNYfirst. After reviewing, Property Management personnel should send a copy of the report including the list of items that have been disposed as stolen or loss in CUNYfirst to the Office of the University Controller. While this reporting requirement applies only to State-funded assets, the user department at the College should ensure that incident reports are prepared and provided to Property Management personnel whenever any supplies or equipment are stolen or lost.

The theft or loss of such items should be reported to the Office of the State Comptroller (OSC) at the following address:

Office of the State Comptroller  
 Deputy Comptroller  
 Division of Management Audit and State Financial State Financial Services  
 A.E. Smith State Office Building, 6<sup>th</sup> Floor  
 Albany, New York 12236

If items marked as loss/stolen are subsequently found, Property Management personnel should notify/email Central Office and the Office of the State Comptroller and write a comment in CUNYfirst indicating that the item has been

recovered and is again part of College inventory. After Central Office receives notification, Central Office should update the disposition type/date of the item in CUNYfirst.

#### **H. Written-Off**

When property listed in CUNYfirst cannot be located or accounted for in past two consecutive re-inventory cycles, Property Management should consider writing off the property. However, department chairs/heads are responsible for undertaking due diligence in conducting extensive search efforts to locate or account for the property subject to be written off. If the extensive search does not locate of the property, then department chairs/heads should document a written memo certifying that the items are unable to be located and are therefore be written off.

For the items purchased with Research Foundation funds, please contact RF Property Management personnel before writing off RF items.

All write-offs require the following documents to be sent to the Property Management Office:

- Write off list, signed by department chair/head
- Written memo certifying that the item(s) cannot be found, signed by department chair/head.

#### **I. Equipment At Home/ Off Campus (AH/OC)**

If a College has a policy of allowing employees to take computers and other equipment for working at home, the employee should fill out an At Home/Off Campus Form and submit it to the Property Management Office. The Property Management personnel should use this form to keep track of CUNY/College property that is Off Campus or At Home. It is critical for employees to understand that the property taken Off Campus is purchased by the College or with government funds and therefore belongs to the College and not the employee.

When property is marked as At Home/Off Campus (AH/OC), it must be solely used for College related purposes. If an individual removes such property from an authorization location, the individual is responsible for the proper care, transportation, security and must ensure that the property will be returned in a satisfactory working condition on completion of the College related purpose. AH/OC property must be approved by the Department Chair/Director, Provost/VP, Dean or Sponsor of the inventory account. The Department Chair or Sponsor is ultimately responsible for the AH/OC property.

During the time of the re-inventory, AH/OC items should preferably be physically brought back to the College to Property Management personnel for scanning. In special circumstances, if item is not able to be physically brought in, the individual responsible for the property must provide written documentation (i.e. E-mail confirmation) to the Property Management Office verifying the property's existence and location. Upon return of property, the At Home/Off Campus Form must be updated to reflect the return of the property from the employee's home to the College.

#### **J. Transfer**

College property is subject to periodic audits that require controlled procedures. The goal is to report accurate data that support CUNY guidelines in a timely manner. It is the responsibility of each department liaison to notify the Property Management Office when the status or disposition of furniture and equipment is changed. Property acquisition, transfer and/or disposition are the most crucial aspects of inventory control. For the Property Management Office to maintain an accurate database, it is imperative for the Department Liaison to follow procedures.

The user department liaison or IT department is required to fill out a Property Control Form notifying the Property Management Office of its' request to relocate or dispose of property. The Property Control Form requests the CUNY tag number, item description, manufacturer, model number, serial number, old location of the property, and new location. If an item is disposed, indicate the type of disposal. Immediate action on item transfers must be communicated to the Property Management Office on a regular basis. It is imperative that property changes are handled promptly to avoid mislocating the items.

Upon receipt of the completed Property Control Form, Property Management personnel should review the documentation and make the necessary arrangements. For in house transfers, the Property Management Office must contact and submit a work request to Building and Grounds (Building Maintenance Department) or designee. The office of Building & Grounds (Building Maintenance Department) or designee will move the item to the new location.

A College's property may at times be transferred to other CUNY Colleges. In this case, the department which initiates a property transfer to another CUNY College must contact the Property Management Office and provide supporting documentation of the transfer. College Property Management personnel shall notify the receiving College's Property Management Office and Central Office regarding the transfer.

#### **IV. Audit of Property (Re-inventory)**

CUNY policy requires that the College re-inventory sensitive items and all property over the required thresholds value annually. Re-inventory scope includes all assets acquired or in-service through December 31<sup>st</sup> of the prior calendar year. **All Colleges must complete their re-inventory by December 31<sup>st</sup> of the current year, unless otherwise specified.** Colleges need to meet the requirement that the total value of items "Not Found" is the lesser of \$300,000 or 5% of a College's total inventory value.

Each department liaison is responsible for controlling its inventory in order to properly account for each item. Failure to comply may result in a significant risk of funding reductions for the College and/or applicable departments. Before the College starts the re-inventory procedure, the Property Management Office should send a request to the Central Office to re-set the flags in CUNYfirst for all inventoried items.

The following procedures below are recommended:

##### **A. Advance Preparation – Organization of the Re-inventory Process**

Careful planning is the key to improving the efficiency and reliability of the re-inventory. In order to effectively enhance the required CUNY re-inventory process, the Property Management Office sends an updated re-inventory list to each department liaison in advance of its scheduled visit by Property Management Office. Each department then prepares for the re-inventory by neatly arranging its rooms, promptly reviewing the re-inventory list upon receipt and:

1. Run a CU\_FSAM\_AMPI\_SCAN\_ANALYSIS query to get a list of all inventorial assets.
2. Identify those items found by placing a checkmark (✓) to the right of each tag number located.
3. Write (NF) to the right of each tag number for items NOT FOUND. Provide an explanation if possible.
4. Update any new location(s), user(s) or other changes by neatly crossing out the old data and inserting the correct data on the departmental list.
5. If an item is "NF" and it was disposed of, cannibalized, etc., please so indicate and specify an estimated date if possible.
6. Assist related faculty members confirming Off Campus property. A copy of the confirmation form is attached.

The list must be signed and dated by the appropriate department head or the department liaison and the name of the departmental inventory coordinator/department liaison should also be printed. **Any movement of property must be reported immediately to the Property Management personnel utilizing the Property Control Form.** Also, applicable forms should be completed by appropriate individuals for all off campus items, property on loan, or items donated to the College. This includes all items purchased with College funds, including tax levy and non-tax levy funds and research grants. These lists should be returned to the Property Management Office in advance of scheduled visits. Movement of property during the field inventory period must be minimized to the extent possible.

Each department is responsible for its own inventory. Failure to properly control inventory may cause the department to lose funding for future purchases from all funding sources. Departmental assistance in following the requirements in the manual and their continuous cooperation in adhering to the policies, as outlined, facilitates the inventory process and greatly improve the overall results. A Copy of the Property Control Form should be maintained by each department.

To facilitate implementation of the above-mentioned policy, the campus Vice President of Finance and Administration should distribute the Re-inventory Alert Memorandum (Appendix H) to all department heads about a month or two prior to the start of the actual physical count. The letter should request assistance in preparing for the re-inventory. It should be accompanied by a detailed set of instructions from the Property Management Office and a copy of the department's current inventory. Updated blueprints and/or room listings should be requested from the Facilities Planning and Operations Department at least two weeks prior to re-inventory.

The re-inventory list should be reviewed by the department head or an assigned departmental inventory coordinator/department liaison. Discrepancies should be identified and brought to the attention of the Property Management Office. The list should be accompanied by a schedule of buildings and related building codes to facilitate departmental re-inventory reviews.

Off Campus property confirmations should also be mailed approximately 30 – 45 days prior to the beginning of the actual field inventory. Second requests should be mailed about a month later. It is suggested that second requests be sent via email if feasible. Inventory transactions including transfers should be completely processed prior to the re-inventory cut-off to the extent possible.

Arrangements to conduct the physical re-inventory process should be considered, discussed and initiated at least one to two months prior to the start of field work. Such preparation should include staffing considerations and related scheduling as well as coordination with Campus Safety and Security to obtain keys or have doors unlocked. Some schools may need Campus Safety and Security to directly assist in unlocking and locking applicable rooms. It is also noted that inventorying in large buildings can be accomplished more efficiently with two teams covering opposite sides of the building, if a sufficient level of staffing is available. Arrangements to have rooms opened promptly when needed is a key step in efficiently performing required re-inventory visits in each building. A list of rooms to be skipped due to scheduled appointments should be regularly updated and given to the teams. A list of rooms missed due to classes or meetings in session or having problems with keys should be updated daily and distributed to inventory teams.

## **B. Field Work-Best Practices**

It is preferable to complete each building, to the extent possible, before moving forward to the next building. Appointments should be scheduled in advance, in larger or specialized areas, where faculty or staff assistance is needed. Meetings with teams should occur daily to review scheduling and special instructions. E-mail notification to the campus community should occur weekly to keep everyone apprised of the inventory schedule.

During field visits, updated blueprints and/or a computerized listing should be received from the Facilities Operations and Planning Department detailing all buildings by floor and room. In addition, any stockpiling of equipment should be listed by Building, Floor and Room with subsequent written notification made to applicable department heads to process salvage paperwork after re-inventory.

It is strongly recommended that the inventory of each room is reconciled in the field to the Scan Analysis Report as data in the scanners should be downloaded daily. Property Management personnel should visit the users personally if necessary or schedule senior administrative personnel to perform these inventories to the extent practical.

## **C. Follow-Up**

1. Review and edit reports of scanner input daily and correct obvious errors, such as tag number, etc.

2. Review large items and obvious errors on the Not Found list as soon as field work is completed in each building and/or at the end of the initial scanning phase.
3. Review any unprocessed transfers that could affect re-inventory.
4. Review large dollar value of Not Found items, concentrating on top ten Not Found departments.
5. Send out letters to department heads, accompanied by lists of Not Found Items, as promptly as possible. For best results, try to have letters mailed in April or early May if the timing of your fieldwork allows, so the faculty has enough time to research prior to finals, graduation and summer recess.
6. Continue to actively call department heads and work with top ten shortage departments.
7. Send out follow-up letters to department heads requesting additional search, once the Not Found research appears to have stopped.
8. Identify outdated items for possible write-off and contact appropriate officials for approval.

When property is not located (NFD) and it is determined to have been disposed, the Property Management personnel should determine the type of disposition applicable to the property. For all disposals indicated by the departmental liaison or staff, Property Management personnel is required to obtain proper supporting documents. In this case, obtaining the vendor's receipt ascertains that both the property has actually been discarded, and it was discarded in accordance with environmental regulations. Property Management personnel might need to coordinate with the Salvage Officer or Health and Safety Department if any property has been salvaged or disposed. For additional information, refer to III. E. Disposal & Salvage.

#### **V. Personal Property**

Personal property on the premises of CUNY or any College is the sole responsibility of the user. Neither CUNY nor any College is responsible for loss of such property or any incidental liability caused by misuse of such property.

At the option of each campus, a Personal Property System may be instituted. If a campus elects to implement such a policy, the Property Management Office should assist the Security Office in monitoring such a policy.

#### **VI. Separation of Employment Policy**

When employment is terminated or an employee is not on a special assignment, Human Resources Administration must notify the Property Management Office to determine the equipment needing to be returned to the College. The Human Resource Administration and Department head/chair must copy Property Management personnel on communications with employees during the employment exit process. Property that belongs to the College is subject to recall by the College at any time.

## VII. Research Foundation

### A. Accounting for Property

#### Documentation Review

After property is purchased by College personnel, the Property Management Office will/may be alerted by a number of sources either through the College (Principle Investigator / Responsible person) and/or RFCUNY by electronic delivery of a PO Inquiry report or Purchase Order copy (if available). College personnel (purchaser) will forward associated purchase documentation to RFCUNY Grants and Contracts Department for review and payment.

An email is sent each week (prior week's payments) alerting Property Management personnel that payment documentation is available for their review and entry into CUNYfirst regarding items purchased and paid during a given week. Pertinent data associated with purchased items will be available for College Property Management personnel's review such as **PRSY/Account, Vendor Name, PO Number, Check number, Cost and Item Description** as well as other necessary information. In addition, attached payment documentation which includes a copy of the **Check, Payment Request, Invoice and PO** (small order form or bank statement if credit card is used) will be available. The payment documentation further provides **Item Description, Model Number, Unit Cost, and Serial Number**.

For items purchased with personal funds and reimbursed by Research Foundation, please note that this purchase is as property of the Research Foundation/College. Procedures for the accounting of the property are the same as standard practice.

### B. Access to RF Property Website

Property Management personnel should contact or be contacted by Research Foundation Property personnel with User Id and Password access in order to have (24/7) access to equipment and payment documentation regarding items purchased by College personnel. The Property Management personnel can review, print, and make comments to RF personnel regarding data available on the website.

The website provides additional information regarding each charge and can be used as a guide for items still outstanding (by clicking the link "**Aging-not yet tagged/entered**") or may not have been entered into CUNYfirst as well as the CAPTURE RATE. These capture rates are directly related to the Aging property list as the **aging list** is reduced the **capture rate** increases.

### C. RF Property Codes

The following chart lists item "Description" and the appropriate "Sub-code/Account Id" under which property should be assigned. College Property Management personnel should pay special attention to the sub-code range "7900 thru 7920".

Object Code	Object Code Name	Level Code	Object Code	Object Code Name	Level Code
0	Project Budget Account	OTHE	5446	Examiner	PSTF
1100	Cash Ownership	CASH	5447	Nurse	PSTF
1202	Investment-Private Sponsor Donation	GRNC	5448	Paraprofessional	SSTF
1300	A/R-LOC Pool	GRNC	5449	Mentor	SSTF
1310	A/R Miscellaneous	AROT	5460	Sabbaticals	KSTF
1380	Grants & Contracts Authorized	GRNC	5490	Communications Allowance	SSTF
1385	A/R-Projects-Billed	GRNC	5495	Non-Payrol Labor	SSTF
2001	Clearing Account - Accounts Payable	APLB	5499	RFCO - Part Time/Hourly Salary & Wages	EMP2
2055	Refnd due Sponsors/College	OTLB	54AC	Salary-Year End Accrual	PSTF



2070	Due to College& Other Loans to Grant	OTLB	5700	Non-Payroll Labor	EMP2
3100	Fund Balance	FBAL	5701	Non-Payroll Labor- CUNYReimbursement	EMP2
4000	Sponsored Revenue	SREV	5702	Non-Payroll Labor- CUNYReimb-Adjuncts	EMP2
4100	Trf from Recovery to fund deficit b	ROTH	5720	Other Payroll Budget	EMP2
4110	Trf. fm Audit Disallow. to w/o	ROTH	5800	Rel. Time Salary - Faculty & Staff	KSTF
4211	Interest Income	ROTH	5920	F/B Expense Full Time @ 38.00%	FRBN
4220	Royalties	ROTH	5930	F/B Expense Part Time A @ 38.00%	FRBN
4230	Other Income	ROTH	5935	F/B CUNY Supplement @ 9.50%	FRBN
4250	Income - Reimbursement Cost	ROTH	5940	F/B Expense Part Time B @ 9.5%	FRBN
4270	Return of Advances to Rest'd.Grants	ROTH	5941	F/B Expense-Sabbatical @ 9.50%	FRBN
4313	Program Income	ROTH	5942	Fringe Benefit (FB) Expen- CUNY Corps 5%	FRBN
4315	Interest on Paym't of Late Fed Voucher	ROTH	5950	F/B Expense Released Time @ 43%	FRBN
4400	Interest Income	INCM	5951	F/B-Non Pay CUNY Adjunct PT B 9.5%	FRBN
4440	Interest Distrib to Restricted	INCM	5955	F/B Expense Summer Salary @ 26%	FRBN
4470	Rental income	SREV	5975	F/B Expense Temp Summer Emp 9.50%	FRBN
4559	Registration Fee:Conference/Seminar	SREV	5980	Employee Benefits - Other	FRBN
4601	Student Fees - Baruch	SREV	5999	MTA Payroll Tax	FRBN
4602	Student Fees - Brooklyn	SREV	59AC	F/B Expense - Year End Accrual	FRBN
4604	Student Fees - Graduate School	SREV	6100	Patents Related Expenses - Est 3/04	PCAP
4605	Student Fees - Hunter	SREV	6102	Reimbursement of Patent Related Exp	PCAP
4606	Student Fees - John Jay	SREV	6200	Office Supplies General	SUPP
4607	Student Fees - Lehman	SREV	6201	NMR Supplies	SUPP
4608	Student Fees - Medgar Evers	SREV	6202	B - Inf Ctr Supplies	SUPP
4609	Student Fees - Queens	SREV	6203	A - Rde Supplies	SUPP
4610	Student Fees - Staten Island	SREV	6204	D - F.P.M. Supplies	SUPP
4611	Student Fees – York	SREV	6205	Supplies - Harlem	SUPP
4612	Student Fees - Bronx Com College	SREV	6206	Supplies - Brooklyn	SUPP
4613	Student Fees – HCC	SREV	6207	Radioactive Waste Disposal	SUPP
4614	Student Fees - Kingborough C. C.	SREV	6208	Sequencing & Syn. Fac.	SUPP
4615	Student Fees - LaGuardia	SREV	6209	Computer Software (non-cap)	SUPP
4616	Student Fees - BMCC	SREV	6210	Instructional Supplies	SUPP
4617	Student Fees - NYC Tech	SREV	6211	Fund Raising Supplies	SUPP
4618	Student Fees - Queensborough Commun	SREV	6212	Software License/Maintenance	SUPP
4619	Student Fees - CUNY Law School	SREV	6220	Research Supplies	SUPP
4620	Student Fees - Grad School of Journalism	SREV	6230	Training Supplies	SUPP
4910	Transfers from Current Unrestricted Fund	FADD	6240	Textbooks	SUPP

4912	Intra-Fd. - Transfers from CUF	FADD	6250	Books - Periodicals	SUPP
4913	Balance carried over frm prior	FADD	6260	Food Supplies	SUPP
4920	Transfer from Central Allocations Budget	FADD	6270	Supplies - Reimburse to Colleges	SUPP
4923	Balance carried over frm prior year	FADD	6280	Disaster Recovery Services	SUPP
4930	Transfers from Plant Fund	FADD	6300	Postage and shipping	PCAP
4940	Transfers from CRF- Federal	FADD	6310	Shipping - Computer Output	PCAP
4942	Transfers from CRF- Federal	FADD	6320	Postage & Shipping -Reimb to Colleg	PCAP
4950	Transfers from CRF- State & Mu	FADD	6330	Express Mail Service	PCAP
4970	Transfers from CRF - Private &	FADD	6340	Messenger Service	PCAP
4972	Transfers from CRF- Private & Misc	FADD	6400	Communications - General	PCAP
4990	Transfers from CRF - Agency	FADD	6405	Communication- Cell Phone Allowance	PCAP
4992	Intra Trans from CRF - Agency	FADD	6410	Data Lines	PCAP
4993	Balance carried over frm prior year	FADD	6420	Voice Lines	PCAP
5010	Refunds to Grantors	DOTH	6430	Communications - Reimb to College	PCAP
5011	Refund to College frm Rest. Grants	DOTH	6500	Equipment Repair & Maintenance	PCAP
5020	Refund to College	DOTH	6501	Repair & Maintenance - General	PCAP
5070	Capital Fund Allocation	OTHE	6510	Facilities Repair & Maintenance	RMDL
5100	Advance to Restricted Grant	FDED	6570	Facilities Usage - Reimburs to Coll	PCAP
5110	Charges Against Contingency Fu	FDED	6600	Rentals-Equip, Furniture & Computer	PCAP
5200	Release Time Salary	OTHE	6610	Video-Tape System - Rental	PCAP
5310	Transfers to Current Unrest'd.	FDED	6700	Space Rental	PCAP
5323	Balance forwarded to Current Year	FDED	6702	Lease/Sublease Termination	PCAP
5329	Deleted from Ctron	FDED	6710	Utilities	PCAP
5342	Deleted from Ctron	FDED	6711	Cleaning Services	PCAP
5350	Transfers to CRF - State & Muni	FDED	6712	Real Estate Taxes	PCAP
5352	Intra Fund Trans to CRF(State/Muni)	FDED	6713	Record Retention	PCAP
5370	Transfers to CRF - Private & M	FDED	6720	Moving Costs	PCAP
5372	Intra Fund Trans to CRF(Priv/Mi	FDED	6800	Printing and reproduction	PCAP
5390	Transfers to Agency Fund	FDED	6810	Microfilming	PCAP
5392	Intra Fund Trans to Agency	FDED	6820	Printing & Reproduct -Reimb to Coll	PCAP
5393	Balance forwarded to Current Year	FDED	6900	Travel	TRVL
5400	Project Director	PSTF	6910	Travel - Domestic	TRVL
5401	Co-Project Director	PSTF	6920	Travel - Foreign	TRVL
5402	Co-Ordinator # 2	PSTF	6930	Travel - Local	TRVL
5403	Specialist	PSTF	6931	Professional Local Travel	TRVL
5404	Coordinator #1	PSTF	6932	Travel - Metro Cards	TRVL
5405	Project Associate	SSTF	6940	Travel - Dependents	TRVL
5406	Administration/Management	PSTF	6950	Overtime Meal & Travel Reimbursemen	TRVL
5407	Administration/Non-Management	SSTF	6951	Travel Allowance	TRVL
5408	Instructional	PSTF	6952	Travel Allowance	TRVL
5409	Liaision	PSTF	7000	Consultants	PCAP
5410	Research Staff	PSTF	7001	Consultant Travel	PCAP
5411	Residence Director	PSTF	7002	Honorarium	PCAP

5412	Counselors	PSTF	7003	Fund Raising Services	PCAP
5413	Librarian	PSTF	7004	Professional Services Fee	PCAP
5414	Tutors	SSTF	7006	Lobbying/Government Relations	PCAP
5415	Micro Computer Specialist	PSTF	7008	Contracted Personal Services	PCAP
5416	Secretarial/Clerical	SSTF	7010	Other Independent Contractors	PCAP
5417	Technician	SSTF	7011	Actuarial	PCAP
5418	Students	SSTF	7012	Miscellaneous Fees	PCAP
5419	Residence Assistant	SSTF	7020	Subject Fees	PART
5420	Intake Specialist/RFCO Part Time	SSTF	7021	Bank Fees	PCAP
5421	Undergraduate Students	SSTF	7022	Accounting Fees / Mgmt Fees	PCAP
5422	Administrative Support	SSTF	7023	Legal Fees	PCAP
5423	Summer Salaries	KSTF	7027	Inst. Review Board Expenses	PCAP
5424	Graduate Students	SSTF	7030	Laboratory Fees	PCAP
5425	PH.D. Candidates	SSTF	7031	Immigration Services Fee	PCAP
5426	Instructor # 1	PSTF	7040	Consultant Material Development	PCAP
5427	Instructor # 2	PSTF	7050	Animal Care	PCAP
5428	Instructor # 3	SSTF	7051	Animal Care Usage - Reimburs to Col	PCAP
5429	Instructor # 4	SSTF	7060	Public Relations	PCAP
5430	Salary Supplement - Instructional	KSTF	7070	Child Care Subsidies	PCAP
5431	Salary Suppl - Non Instructional	KSTF	7100	Temporary Agencies	PCAP
5432	Fiscal Officer	PSTF	7230	Audits	PCAP
5433	Research assistant	SSTF	7240	Recruitment	PCAP
5434	Case Planner	PSTF	7241	Pre-employment background checks	PCAP
5435	Trainer	SSTF	7250	Insurance	PCAP
5436	Job Developer	SSTF	7300	Memberships	PCAP
5437	Facilitator/Lifeguards	PSTF	7310	Student Services	PART
5438	Evaluator	PSTF	7311	Professional Certification Fees	PCAP
5439	Case Manager	PSTF	7320	Charitable Contributions	OTHE
5440	Overtime Wages	SSTF	7330	Program Grants	PART
5442	Grants Office Coordinator	PSTF	7400	Conference & Seminar Expense	PCAP
5445	Social Worker	PSTF	7401	Cultural Activities & Special Events	PCAP
7403	Tournaments	PART	8117	Guarantee by RFCUNY - NYC Technical	OTHE
7405	Graduate Affairs Activities	PART	8118	Guarantee by RFCUNY - Queensboro CC	OTHE
7406	Evening Affairs Activities	PART	8119	Guarantee by RFCUNY - CUNY Central	OTHE
7407	Senior College Activities	PART	8120	Guarantee by RFCUNY - VC Budget/Fin	OTHE
7408	Community College Activities	PART	8121	Guarantee by RFCUNY - VC Fac/Const	OTHE
7409	Disabled Student Activities	PART	8122	Guarantee by RFCUNY - CUNY Law	OTHE
7410	Meetings	PCAP	8123	Guarantee by RCUNY-VC for Research	OTHE
7411	Business Meals	PCAP	8124	Guarantee by RFCUNY-Sch/Journalism	OTHE

7412	Meeting/Seminar - Transfers	PCAP	8126	Guarantee by RF CUNY-VC Student Aff	OTHE
7500	Automobile Expense	PCAP	8127	Guarantee by RFCUNY-VC Academic Affairs	OTHE
7501	Automobile - Lease	PCAP	8128	Guarantee by RF CUNY-VC Student Aff	OTHE
7510	Auto. Exp. - Fuel	PCAP	8131	Guarantee by RF CUNY-Exec VC & Univ Prov	OTHE
7520	Auto. Exp. - Maintenance	PCAP	8200	Advances	SUPP
7600	Social Activities	PART	8201	Advance- Unrecoverable Advance	SUPP
7610	Bus Rental	TRVL	8203	Participants Support Advances	PART
7720	Bad Debt Expense	OTHE	8210	Advance - Petty Cash	SUPP
7730	Trf to Fund Uncollect Sponsor Exp	OTHE	8220	Advance - Stipends	PART
7731	YS FMAP 1.1% Reduction	OTHE	8230	Advance - Vendors	PCAP
7740	Fund Uncollected Exp frm Sponsor	OTHE	8250	Advance - Other	SUPP
7800	Scholarships & Fellowships	PART	8251	Advance - Metro Cards	TRVL
7801	Stipends - Cost-of-Living Allowances	PART	8260	Advance-P Cardholder No.1	SUPP
7802	Stipends - Transfers	PART	8261	Advance-P Cardholder No.2	SUPP
7804	Scholarships	PART	8262	Advance-P Cardholder No.3	SUPP
7805	Fellowships	PART	8263	Advance-P Cardholder No.4	SUPP
7810	Other Trainee Allowances	PART	8264	Advance-P Cardholder No.5	SUPP
7811	Trainee Summer Components	PART	8265	Advance-Purchase Cardholder No.6	SUPP
7815	Institutional Allowance	PART	8266	Advance-Purchase Cardholder No.7	SUPP
7820	Trainee Travel & Accommodations	PART	8267	Advance-Purchase Cardholder No.8	SUPP
7830	Tuition & Fees	PART	8268	Advance-Purchase Cardholder No.9	SUPP
7840	Other Stipends	PART	8269	Advance-Purchase Cardholder No.10	SUPP
7850	Training Expense - Other	PART	8300	Construction & Renovations	RMDL
7851	Insurance Expense - Students	PART	8311	Construction - Demolition	RMDL
7900	Furniture, Fixtures & Equipment >= \$5000	EQPM	8313	Construction-General	RMDL
7910	Capitalized Computer Hardware >= \$1000	EQPM	8315	Construction - Plumbing	RMDL
7920	Non Cap. Furn, Fix & Equi <\$5000(Insite)	SUPP	8323	Construction - Floor Covering	RMDL
7921	Non Cap. Computer Hardware < \$1,000	SUPP	8327	Construction - Architect	RMDL
7922	Non Cap.Telecommunications < \$5000	SUPP	8400	Training - Required by Employer	PCAP
8000	Library Acquisitions	SUPP	8500	RF Admin Fees - Unaffil/Direct Fees	IDCE
8040	Publishing	PCAP	8520	RF Administrative Fees	IDCE
8041	CUNY Voice	OTHE	8530	Admin Fees Recovery design by Coll	IDCE
8050	Advertising	PCAP	8600	Subaward - First \$25,000	PSVC
8060	Data Processing	PCAP	8625	Subaward - Over \$25,000	PSVC
8100	Guarantee by RFCUNY	OTHE	8700	Housing Allowance	OTHE
8101	Guarantee by RFCUNY - Baruch	OTHE	8800	Other Direct Cost-Unclass Bdgt Expense	OTHE
8102	Guarantee By RFCUNY - Brooklyn	OTHE	8801	Other Dirct Cost-Special Projects	OTHE

8103	Guarantee by RFCUNY - City	OTHE	8880	Guarantee by Agency Fund	OTHE
8104	Guarantee by RFCUNY - Graduate Sch.	OTHE	8888	Guarantee by Restricted Funds	OTHE
8105	Guarantee by RFCUNY - Hunter	OTHE	8900	Budget Adjustments/Transfers	OTHE
8106	Guarantee by RFCUNY - John Jay	OTHE	8901	Transfer to subs.	OTHE
8107	Guarantee by RFCUNY - Lehman	OTHE	8999	Temporary expense code	OTHE
8108	Guarantee by RFCUNY - Medgar Evers	OTHE	9000	Facilities & Administrative Costs	IDCE
8109	Guarantee by RFCUNY - Queens	OTHE	9200	F&A Cost - Other Institution	IDCE
8110	Guarantee by RFCUNY - College of SI	OTHE	9500	Close Out Transfer	IDCE
8111	Guarantee by RFCUNY - York College	OTHE	ARV1	CUMULATIVE EXPENSES AS OF 7/1/13	OTHE
8112	Guarantee by RFCUNY - Bronx CC	OTHE	ATR1	CUMULATIVE TRANSFERS AS OF 7/1/13	OTHE
8113	Guarantee by RFCUNY - Hostos CC	OTHE	ATR9	Cumulative Rev / Trf - Agency	OTHE
8114	Guarantee by RFCUNY - Kingsborough	OTHE	INDR	INDIRECT COST RATE	OTHE
8115	Guarantee by RFCUNY - La Guardia	OTHE	SXXX	Encumbrance Ownership Offset	ENCX
8116	Guarantee by RFCUNY - Manhattan CC	OTHE			

## D. Property Reconciliation

### 1. Reconciliation (Property Audit)

Entries in the CUNYfirst database are reviewed against the Research Foundation of CUNY “Detail of Property” report (property purchased by College personnel) on a quarterly basis. **Capture Rates** – are produced by calculating the percentage (%) of dollar value of items entered in CUNYfirst by Property Management personnel compared to the corresponding amount on the RFCUNY property report.

Research Foundation of CUNY’s fiscal year starts July 1<sup>st</sup> of each year and ends June 30<sup>th</sup> of the following year. The audit is done on a quarterly basis and is cumulative from the beginning of the fiscal year. A low capture rate on a previous quarter will affect each additional quarter including the full year’s reconciliation if not corrected. As such, Property Management personnel should work to resolve a low capture rate on property as soon as possible. See Capture Rate below.

### 2. Audit Schedule

To provide Property Management personnel with an alert regarding up-coming property audit (reconciliation) dates, a “*Projected Quarterly CUNY equipment reconciliation reports for fiscal year 20XX*” is forwarded to all Property Management personnel in the beginning of the fiscal year.

### 3. Capture Rate

The capture rate is calculated by identifying valid property purchases made by College personnel against what has been entered in the CUNYfirst database. 80% or greater is a good range for Property Management personnel to have entered in the College CUNYfirst database in the earlier part of fiscal year, however, by the 4<sup>th</sup> quarter it is expected that all Colleges meet or exceed the 90% capture rate.

Accounting for property expenditures fully and expeditiously in the College-wide Property Management System (CUNYfirst) is a government (sponsor) requirement. Research Foundation of CUNY as well as all Colleges is under scrutiny by the sponsors for full compliance to their regulations regarding proper property cataloging and entry.

Low capture rates may lead to a number of potential negative consequences which include reduced indirect cost recovery rates, audit disallowances, and ineligibility for new awards. The Research Foundation is depending heavily on Property Management personnel in entering pertinent information regarding property in an accurate and timely manner.

#### **4. Missing Account/PRSY Numbers**

Property Management personnel should alert the Central Office as well as RF Property Management personnel immediately in the event that the appropriate Account is not available.

A number of reports and reviews such as Equipment Reconciliation, Sponsor Audits (grant/contracts may span multiple years) are based on the information entered in CUNYfirst. In order to have the accurate data be searched and available to interested parties, it is necessary that the College Property Management personnel input all pertinent information.

#### **E. Separation Policy of RF equipment. Sponsored programs (grants)**

In general, title to property will revert to the college(s) at the end (termination) of the award. At that time College rules and guidelines will take precedence.

The agency may still hold or elect to hold some residual powers regarding the property purchased under that award. Each award is unique, separation is based on the rules and guidelines of the award/sponsor.

Proper stewardship of the property is necessary and should be maintained through to disposition.

In certain instances sponsor guidelines may dictate property should be returned to the agency, continue to be used to facilitate the research it was originally purchased for or can/may be used/shared to facilitate a similar program or research.

Depending on a specific request made by an agency the Research Foundation will communicate in writing the desires of the agency, the sponsor may also contact the college as well.

It may be necessary for the college to respond by signing and returning furnished documents acknowledging its responsibilities.

# Appendix

## A. Reconciliation Instructions

The objective of the reconciliation is to reconcile expenditure with Property Management Inventory Report, DASNY reports, and DDCM Payment log to CUNYfirst.

Step 1: Open Tax Levy\_Template on SharePoint.

Step 2: Summary tab will be updated automatically from the Adj tab. No corrections are required

The City University of New York	
College name	
Tax Levy Reconciliation	
1/1/2015-03/30/2015	
<b>Property Management Inventory Report:</b>	1
(attach the report)	
<b>Adjustments</b>	-
(attach detail)	
<b>ADJUSTED Property Management Inventory Report BALANCE:</b>	1
<b>AM04 REPORT BALANCE:</b>	2
(attach the AM04 - Tax Levy report)	
<b>Adjustments</b>	-
(attach detail)	
<b>ADJUSTED AM04 REPORT BALANCE:</b>	2
<b>REPORT VARIANCE:</b>	(1)
(should be zero, otherwise, provide explanation)	

Step 3: Run the Property Management Inventory Report (xls format) for the same period as in Adj tab and paste it on PMIR tab



Enter BU and date range. Click on Save button and hit Run button. Then, hit OK followed by Process Monitor.

**View Process Request For**

User ID: 12042524 Type: Last 1 Days **Refresh**

Server: Name: Instance: to Save On Refresh

**Process List** Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	532167		Crystal	CUFAM612	12042524	01/21/2014 3:17:42PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	531639		Crystal	CUFAM612	12042524	01/21/2014 12:36:38PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	531629		Crystal	CUFAM612	12042524	01/21/2014 12:34:18PM EST	Success	Posted	<a href="#">Details</a>

Refresh until query is posted. Click on details, once query is posted.

**Process Detail**

**Process**

Instance: 532167 Type: Crystal  
 Name: CUFAM612 Description: CUFAM612  
 Run Status: Success Distribution Status: Posted

**Run** **Update Process**

Run Control ID: report  
 Location: Server  
 Server: PSNT  
 Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time** **Actions**

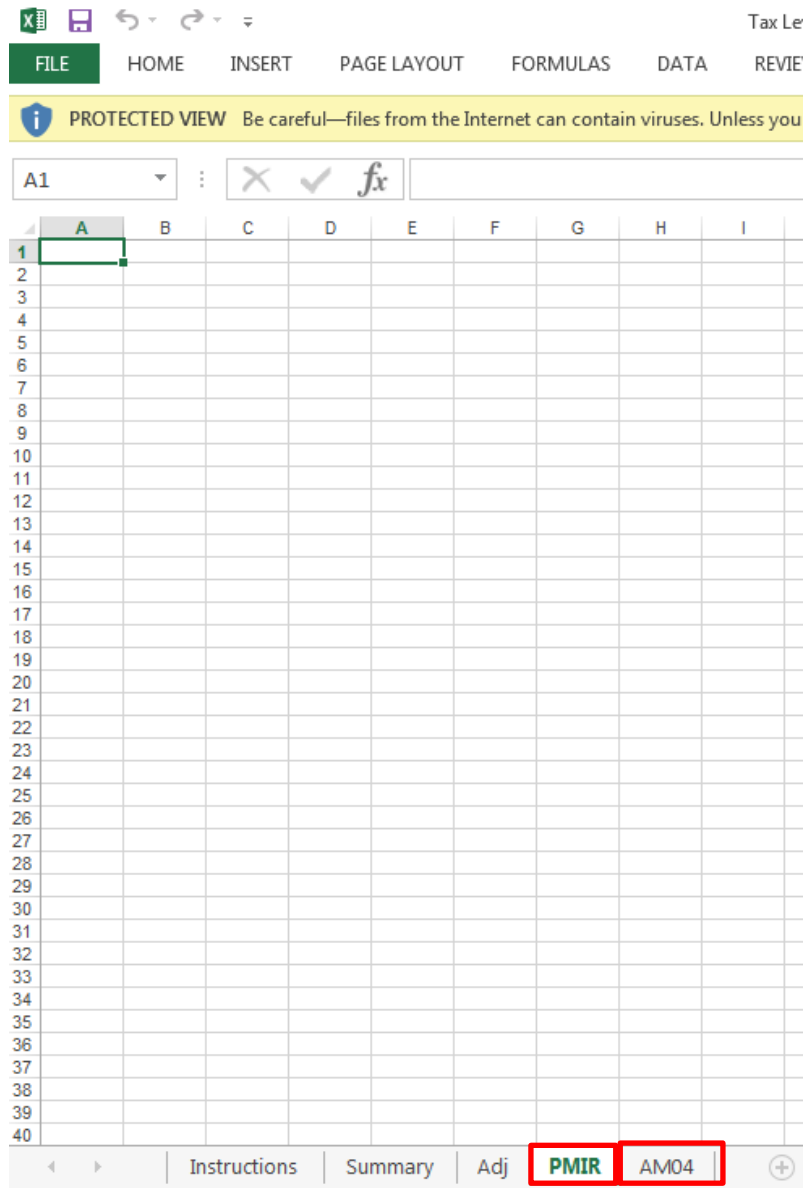
Request Created On: 01/21/2014 3:18:07PM EST  
 Run Anytime After: 01/21/2014 3:17:42PM EST  
 Began Process At: 01/21/2014 3:18:31PM EST  
 Ended Process At: 01/21/2014 3:18:53PM EST

[Parameters](#) Transfer  
[Message Log](#)  
 Batch Timings  
[View Log/Trace](#)

Click View Log/Trace. The report is in PDF format under the file list.







Step 5: Update College name and dates on Adj tab by doing the followings:

- Input total amount for PMIR (paid) and AM04 reports
- Subtract (-) all the assets that are on AM04 report but NOT on PMIR in column E. Include PO, tag number and detailed comments. For example, assets were received but not paid yet
- Add (+) all the assets that are on PMI report but NOT on AM04 in column E. Include PO and detailed comments
- Subtract (-) all the assets that are on PMI report and SHOULD NOT BE on AM04 in column F. Include PO and detailed comments

E34 should be equal F34 and should represent the total amount of POs for the current quarter to be loaded/already loaded to Asset Management

1. At the top of the reconciliation worksheet add the dates for the quarter and below this put the two totals taken from the Property Management Inventory Report and CUNYfirst reports. These two amounts will be reconciled at the bottom of the page: they will eventually be equal.

- Dollars (in PMIR) for non-inventorial expenditures will be removed from the PMI column (listed as negative)
  - Inventory dollars (in CUNYfirst) that have not been paid and therefore not on the PMI report will be added to the PMI column (listed as positive)
2. Additions and subtractions are explained by a letter code and additional commentary where necessary
- Non-inventorial purchases on the PMI report such as License Renewals, Service Contracts are identified by the letter H and items deemed Under-Threshold by the letter F.
  - Items listed on the CUNYfirst report but not on the PMI report are usually purchases that have arrived and have been tagged and entered into CUNYfirst but not yet paid for and therefore not listed on the PMI report. These are identified by the letter E.
  - Frequently used letter codes and explanations, including those mentioned above, are:

	<b>Code</b>	<b>Explanation</b>
<b>1.</b>	<b>A</b>	Miscoded
<b>2.</b>	<b>B</b>	Not Yet Tagged
<b>3.</b>	<b>C</b>	Overcapture/ Undercapture
<b>4.</b>	<b>D</b>	Prior Year Charge
<b>5.</b>	<b>E</b>	Tagged but not Vouchered
<b>6.</b>	<b>F</b>	Under Threshold
<b>7.</b>	<b>G</b>	Lease
<b>8.</b>	<b>H</b>	Maintenance/Services
<b>9.</b>	<b>I</b>	Other (specify in comments field)

3. When purchase order expenditure amount on the PMI report equals the purchase order expenditure amount on the CUNYfirst report, these amounts do not need to be on the reconciliation as they cancel each other
- If there is a dollar difference, this must be recorded as either a negative or positive with the explanation C for Overcapture or Undercapture. This difference is because the cost on a purchase order might be different from the price on an invoice or because only a part of the purchase price has been paid
4. The Excel file worksheet is formatted to calculate the entries in each column
- Each purchase order to be reconciled from either PMI report or CUNYfirst report is recorded as a positive or negative on the worksheet
  - On the PMI report only the column on the far right “Vouchers” represents the dollar figure paid out. This is distinct from the “Encumbrances” column in which the dollar figures have not been paid out. Be sure to use the “Voucher” amount and not the “Encumbrance” amount when reporting the amount paid on the Excel worksheet.

B. At Home/Off Campus Form 1



**At Home / Off Campus Form for**

Please return the completed form to the Property Management Office

Please Check One

- At Home
- Off Campus

**Borrower's Name:**  
*(Please print)* \_\_\_\_\_

**Department Name:**  
*(Please print)* \_\_\_\_\_

**Borrow Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Address of Borrowed Property :** \_\_\_\_\_

**Floor / Room:** \_\_\_\_\_

\_\_\_\_\_

**Phone / Fax:** \_\_\_\_\_

**Authorization Given To:**

**Signature Required at Exit:**

**Borrower's Signature:** \_\_\_\_\_

**Property Manager:**  
*(Please print)* \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairperson/Director/Dean:** *(Please print)* \_\_\_\_\_

*(Please sign)* \_\_\_\_\_

*(Please sign)*

**Security Officer:**  
*(Please print)* \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Please sign)* \_\_\_\_\_

The signatures of the department Chair/Director/Dean authorize the loan of the property listed herein to the person bearing this form, to be used in connection with his/her employment by the College. With the understanding that he/she is required to return said item(s) if resigning or otherwise leaving the employment of the College or for audit, annual inventory and/or upon demand by the College

Tag #	Description	Manufacturer	Model #	Serial #	Comment / Purpose	Estimated Date to be Returned

**Property Management Office Use for Re-Certification:**

<input type="checkbox"/> I certify that the above property is still on loan and in my possession: <b>Borrower Name:</b> <i>(Please print)</i> _____  <i>(Please sign and date)</i> _____	<b>Signatures Required at Return:</b> <b>Borrower Signature:</b> <i>(Please sign and date)</i> _____
	<b>Property Manager:</b> <i>(Please sign)</i> _____

<sup>1</sup> If Colleges have developed their own form which has similar information fields to this standard forms, which differ mainly in format, then those forms may be used instead. But the form name should still be called "At Home/Off Campus Form."

**C. Property Control Form2**



**Property Control Form**

*Please return the completed form to the Property Management Office*

**Requestor / Liaison Name:**  
*(Please print)* \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Building and Floor / Room:** \_\_\_\_\_

**Phone / Fax:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Check Property Disposition type below:

- Cannibalized       Donated / Gift *[ Please attach "Agreement for Donation" ]*
- Discarded         Exchanged *[ Tag# of the new property \_\_\_\_\_ ]*
- Salvaged           Loss *[ Explain how: \_\_\_\_\_ ]*
- Scrapped          Sold *[ Please attach "Agreement for Sold" ]*
- Obsolete          Stolen *[ Please attach "Incident Report and Police Report" ]*
- Return for Credit  Written Off *[ Explanation is required: \_\_\_\_\_ ]*
- Traded             Transfer *[ If Transfer to Other CUNY College, approval from the receiving College's Property Manager is required: \_\_\_\_\_ ]*

**Authorization Given To:** \_\_\_\_\_ **Certified By** \_\_\_\_\_

**Requestor / Liaison Signature:** \_\_\_\_\_

**Chairperson/Director/Dean:**  
*(Please print )* \_\_\_\_\_

*(Please sign)* \_\_\_\_\_

**I CERTIFY THAT ALL SOFTWARE AND PERSONAL FILES ARE REMOVED FROM COMPUTER BEING DISPOSED**

**Information Technology Personnel:** *(Please print and sign)* \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY HAS BEEN PICKED UP / RECEIVED BY:**

*(Please print, sign & date)* \_\_\_\_\_ **Phone:** \_\_\_\_\_

Tag #	Description	Manufacturer	Model #	Serial #	From	To	New Responsible Person and / or Department (Code)
					Building and Room	Building and Room	

**For Property Management Office Use:**

**Property Manager Approval Name:** *(Please print)* \_\_\_\_\_

*(Please sign)* \_\_\_\_\_ **Date:** \_\_\_\_\_

*revised 4/28/2016*

<sup>2</sup> If Colleges have developed their own form which has similar information fields to this standard forms, which differ mainly in format, then those forms may be used instead. But the form name should still be called the "Property Control Form."

## **AGREEMENT FOR DONATION/SALE**

This Agreement for Donation (“Agreement”) is made as of the date of the last signature hereon between \_\_\_\_\_ College of the City University of New York (“Donor/Seller”), an educational corporation pursuant to New York State Education Law Article 125 and \_\_\_\_\_, (“Donee/Buyer”), a nature person or a not-for-profit corporation with an address at \_\_\_\_\_.

WHEREAS, Donor/Seller has title to the equipment listed on Exhibit A (the “Equipment”) and  
WHEREAS, Donor/Seller wishes to transfer the Equipment to Donee/Buyer and  
WHEREAS, Donee/Buyer wishes to accept the Equipment under the  
NOW, therefore the parties agree to the following terms of such transfer:

### **Section I – Equipment**

- a. Donor/Seller will donate the Equipment to Donee/Buyer and Donee/Buyer will accept the Equipment from Donor/Seller.
- b. Donee/Buyer will use the Equipment primarily for academic and /or business purpose.
- c. Donee/Buyer will remove the Equipment from Donor’s/Seller’s premises:
  1. At Donee’s/Buyer’s sole expense and
  2. On or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_
- d. Donee/Buyer will use the Equipment solely in accordance with the term of this Agreement, and Donee/Buyer will not, either directly or indirectly, decompile, reverse engineer, or analyze the physical construction of any of the Equipment or any component thereof for any purpose.
- e. Upon acceptance, Donee/Buyer shall be responsible for compliance with all laws and regulations applicable to use of the Equipment, whether required of Donor/Seller or otherwise.
- f. The description of the Equipment is for the sole purpose of identifying the Equipment and does not constitute a representation or warranty in any respect whatsoever.

### **Section II - Confidential Material**

- a. The Equipment may contain material pertaining to Donor’s/Seller’s business (“Confidential Material”)
- b. Nothing herein will be construed as the transfer of confidential Material to Donee/Buyer and Donee/Buyer will not disclose such Confidential Material to any third party.
- c. The entire right, title and interest in such Confidential Materials will remain with Donor/Seller.

### **Section III – Proprietary Material**

- a. The Equipment may contain the intellectual property of Donor/Seller or others (“Proprietary Material”)
- b. Nothing herein will be construed as the transfer of Proprietary Material to Donee/Buyer.
- c. Donee/Buyer will not remove any copyright notices or other legends from such Proprietary Material or any accompanying documentation. Except as may arise by operation of law, the donation of the Equipment does not convey to Donee/Buyer either expressly, by implication or by way of estoppel, any intellectual property rights of Donor/Seller, including but not limited to any rights under any patent, trademark, copyright or trade secret.

- d. Neither the donation of the Equipment nor any provision of this Agreement will be construed to grant Donee/Buyer, either expressly, by implication or by way of estoppels, any license under any patent or other intellectual property rights of Donor/Seller covering or relating to any other product or invention or any combination of Equipment with any other product.

#### Section IV – Hazardous Material

- a. The Equipment may contain flammable items, radioactive materials, explosives, hazardous, or toxic substances, material or waste or related materials, including any materials defined as or included in the definition of “hazardous substances,” “hazardous wastes,” “infectious wastes,” “hazardous materials” or “toxic substances” now or subsequently regulated under any federal, state or local laws, regulations or ordinances (“Hazardous Material.”)
- b. Donee/Buyer will defend, indemnify and hold Donor/Seller harmless against any claims resulting from or relating to such Hazardous Material and arising after Donee/Buyer has taken possession of the Equipment.

#### Section V – Warranties

- a. Donee/Buyer Acknowledges and Agrees that:
  - 1. Donee/Buyer is receiving the Equipment “as is, where is” and “with all faults”;
  - 2. Donor/Seller has made no representations or warranties to Donee/Buyer regarding the quality , nature, condition or composition of the Equipment;
  - 3. Donor/Seller has made no representations or warranties to Donee/Buyer regarding the compliance of the Equipment with the requirements of any specifications, laws or regulations; and
  - 4. Donee/Buyer has been given the opportunity to reject the Equipment, in part and in whole, and has declined to do so.
- b. Donor/Seller disclaims all warranties and representations, whether express, implied, or statutory, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Donor/Seller also disclaims any implied warranty arising out of trade usage or out of course of dealing or course of performance. Donor/Seller also disclaims any warranty or other obligation on account of any claim of infringement or misappropriation of patents, copyrights, or other intellectual property rights in connection with the Equipment.

#### Section VI – Limitation of Liability

To the maximum extent allowed by law, under no circumstances will Donor/Seller be liable for any damages of any kind, whether direct, indirect, special, incidental, consequential or punitive, even if they were foreseeable and/or even if Donee/Buyer has informed Donor/Seller of their potential, arising in any way out of the Equipment or this agreement.

#### Section VII – Resale

Donee/Buyer shall be responsible for compliance with all laws and regulations applicable to the resale of the Equipment

#### Section VIII – Exportation

- a. Donee/Buyer will not export the Equipment or any part of item thereof without first obtaining the necessary export licenses and approvals.
- b. Donee/Buyer warrants that it will not resell , transfer or export the Equipment or any part or item thereof in violation of any laws, regulations, transaction or export controls or economic sanctions imposed by the United States government regarding any other country, government or political entry.

#### Section IX – Indemnification

Donee/Buyer will defend, indemnify and hold Donor/Seller harmless against any claims relating to the packing, removal, handling, shipping, use, possession, transfer, sale, donation or other disposal of Equipment.

Section X – Miscellaneous

- a. The Agreement represents the entire agreement between the parties with regard to the subject matter hereof. It supersedes all previous oral and written communications between the parties. This Agreement may not be modified except in writing by authorized representatives of both parties. If any provision is held invalid, all other provisions will remain valid, unless such invalidity would frustrate the purpose of the Agreement.
- b. This Agreement will be governed by the laws of the State of New York except where the federal supremacy clause requires otherwise.
- c. All claims and actions brought under or arising from this Agreement will be brought either in the courts of the United States located in New York City or in the courts of the State of New York.

**DONEE/BUYER**

**DONOR/SELLER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title (If any)

\_\_\_\_\_  
Print Title (If any)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**EXHIBIT A**

**LIST OF EQUIPMENT**

	<b>Item</b>	<b>Model #</b>	<b>Manufacturer</b>	<b>Serial #</b>
1.				
2.				
3.				
4.				
5.				

## INVENTORY ALERT

Date: \_\_\_\_\_  
To: Administrators, Chairpersons and Department Heads  
From: Vice President for Finance and Administration (or Designee)  
Re: Property Management Inventory for FY \_\_\_\_\_

---

I am pleased to announce that as a result of your support and assistance, \_\_\_\_\_ College has accounted for more than \_\_\_\_\_ % of its equipment inventory for last year. Thank you! Once again, it is time to conduct the annual physical inventory, and we need your assistance to facilitate the process. The University requires the College to maintain a high level of accountability. Failure to comply creates a significant risk of funding reductions for the College.

This project will begin on or about \_\_\_\_\_, and will continue for the next several months. Survey teams will consist of staff from Property Management and may also include staff from the Office of Campus and Community Safety Services. To insure an efficient execution of this survey, please provide Campus and Community Safety Services with a key to your rooms.

Mr./Ms. \_\_\_\_\_, Property Manager, will be coordinating this effort. The teams will systematically work a floor at a time, on a building-by-building basis. Mr./Ms. \_\_\_\_\_ will notify you via e-mail regarding the schedule as far in advance as possible. If any staff member requires a specific appointment, please arrange this with Mr. /Ms. \_\_\_\_\_ by \_\_\_\_\_. He /She can be reached at extension \_\_\_\_\_, or via e-mail at \_\_\_\_\_.

Attached for your use is a list of inventory items assigned to your department, as recorded on the University's inventory system. It would be advantageous for you to review this list in preparation for the annual inventory by identifying items you still have and adding any items not listed. Explanatory information is enclosed to assist you in reviewing this list, and advising the Property Management Office of any significant differences, preferably before the teams arrive. Please remember that there can be various reasons for discrepancies. They will be corrected during the physical inventory process.

If you have any questions or need further assistance, please contact the Property Management Office at extension \_\_\_\_ or via e-mail at \_\_\_\_\_. Thank you for your assistance.

### Attachment

cc: President  
Director of Security  
Property Manager

## F. DCAS

CUNY is a non-mayoral agency. Current detailed DCAS policy for non-mayoral agencies is as follows:

Generally, electronic items (i.e. any item having a circuit board and/or display), no longer needed by an agency, are to be disposed of via use of a **third-party vendor** knowledgeable in local, state, and federal laws for such materials. DSNY provides a list of such vendors at the following site:

[http://www.nyc.gov/html/nycwasteless/html/resources/prod\\_serv\\_electronics\\_computers.shtml#recyclers](http://www.nyc.gov/html/nycwasteless/html/resources/prod_serv_electronics_computers.shtml#recyclers)

Exceptions to the above:

- Unique or significant value electronic items deemed by the agency IT Officer to have reuse and/or sale value, may be submitted to OSA via relinquishment for transfer and/or sale offering.
- In the event that no transfer or sale is accomplished for such unique or significant value items, OSA will send a Cancellation Letter to agency instructing disposal to take place via a third-party vendor knowledgeable in local, state, and federal laws for such materials.

Note: OSA's sale offering of any electronic items would require that Disposal Company Qualifications be incorporated into terms of sale. Reference the following DSNY site:

[http://www.nyc.gov/html/nycwasteless/html/stuff/infofor\\_agencies\\_ashaudit\\_protocols.shtml#company\\_qualifications](http://www.nyc.gov/html/nycwasteless/html/stuff/infofor_agencies_ashaudit_protocols.shtml#company_qualifications)

Electronic items deemed by agency IT Officer to have no reuse and/or sale value, will not be accepted on relinquishment by OSA. Such items are to be disposed of via a third-party vendor knowledgeable in local, state, and federal laws for such materials (see above DSNY link for such vendors).

Please note, donation may be an alternative disposal option for electronic items. This may be accomplished by using the NYC WasteMatch program (<http://www.wastematch.org/>). This is a citywide reusable materials exchange program.

Another disposal option worth considering is transfer of useable electronic equipment to the Department of Culture Affairs, Materials, for the Arts – MFTA (<http://www.nyc.gov/html/dcla/html/materials/materials.shtml>) for redistribution to NYC schools and nonprofit arts and cultural organizations.

Note: Transfer to MFTA requires that your agency confirm MFTA's interest in the subject items and your agency's submission of the subject items on a Relinquishment Form (23-S-154) to DCAS/OSA.

Please note the following electronic item disposition guidelines that pertain to all agencies:

- All cathode ray tube monitors are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or third-party vendor.
- LCD monitors smaller than 17" are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or third-party vendor.
- Central processing units (CPUs) older than Core-2-Duo/Core Dual generation are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or third-party vendor.

## VIII. FAQ

### A. Acquisition/Tagging/Data Entering

#### 1. What is considered an asset?

An asset is defined as long-term, tangible, property owned by the University/College that cannot be easily converted to cash and will be held for a long period, usually more than one year. For most departments, this translates to equipment. *III. B. 1. Accountable Assets* address detailed information.

The City University of New York's capitalization policy states that all equipment purchased with a unit cost of \$5,000 or more (e.g. computer related equipment, software, scientific equipment, furniture, etc.) and with a useful life of more than one year is an asset and must be tagged. Buildings, land and land improvements are also assets that are capitalized but not tagged.

#### 2. Why do we have to track these assets?

It is important to track capital equipment and submit the required forms (e.g., Property Control Form and AH/OC Form) to transfer, return or dispose of any owned or loaned equipment for the following reasons:

- The University monitors capital assets from the date of purchase to the date of disposition.
- Monitoring assets is in compliance with governmental regulations and meets the institution's insurance policy requirements. If compliance with this requirement is not met, the College is at risk of losing federal, state, city, and grant funding.
- Accuracy in asset record keeping is essential as the University is required to provide financial statement reports to the state and federal governments for the true "value" of the institution.
- **Risk Management** needs the correct value of the items in a particular building and location.

#### 3. Does all property that costs \$5,000 or more get tagged/bar-coded?

No. The items permanently connected and designed as an integrated part of the building, such as boilers, generators, elevators, escalators, air conditioning system, ventilating fans, or those items permanently connected to building services or the various mechanical trades, such as walk-in refrigerators coolers, fume hoods, cabinetry and laboratory benches. Property Management personnel are not required to inventory these assets. The following items should never be tagged regardless of their cost:

- Blinds, shades, wall-to-wall carpeting and similar items
- Cubicle walls, shelving, lockers and trophies
- Computer software under \$5,000 per unit
- Equipment that is permanently built-in or installed
- Library book, art and museum objects

For more information on assets, see *III. B. 3. Capitalization Thresholds*

#### 4. How do I know when an item should be expensed (non-inventorial) rather than capitalized (inventorial)?

Repair / replacement / spare parts or components are not tagged (capitalized) and the cost should be expensed. Materials consumed in the day-to-day operation of the University are considered supplies, and therefore, are not tagged (capitalized) and should be expensed. If parts or components are purchased to upgrade an existing tagged (capitalized) asset (whether it extends the life or not), the upgrade cost should be capitalized by adding to the cost of the original asset. When an existing tagged (capitalized) asset is completely replaced, the old asset will be discarded or salvaged; and the new asset should be tagged (capitalized) if its unit cost is over the threshold (\$5,000) depending on the asset class.

**5. Why are we tracking some items that cost under \$5,000?**

In accordance with CUNY’s capital asset policy, EDP equipment is usually considered inventorial and thus tagged/tracked EDP with acquisition cost of \$5,000 dollars or greater. Moreover, all computer related items under \$5,000 (e.g. IPADS, desktops, etc.) are considered by definition Sensitive, and must be tagged. Colleges have the option to inventory sensitive items below the \$5,000 capitalization threshold for other equipment (e.g., PC tablets) at the request of the department and the discretion of the Property Management personnel.

**6. How do I report a non-monetary donation or gift?**

Non-monetary donations and gifts (equipment, etc.) with a value greater than \$5,000 that are received from outside sources need to be reported. If the value of the donation or gift meets the criteria in the capitalization policy, it should be tagged (capitalized). Please refer to *III. D. 3. Donations* to get more detailed information

**7. I purchased equipment using my Research Foundation Grant. Is this property mine?**

No. This property still belongs to Research Foundation Grant Sponsor/ CUNY and must follow standard property procedures.

**8. What is the due date to finish entering all new purchased items in current fiscal year?**

New items should be tagged and entered to CUNYfirst by July 31<sup>st</sup>. Some purchase orders might be placed and paid by June 30<sup>th</sup> but are delivered and available to be tagged by July 31<sup>st</sup>. Those items must be tagged and entered before CUNYfirst system close for year-end. CUNYfirst usually closes on the first Monday of August.

**9. What is the acquisition date to use for entering to CUNYfirst?**

Acquisition date should be the date that item is received. However, if an item is received before June 30<sup>th</sup> but not entered to CUNYfirst before the system close, in this case, acquisition date of this item should be entered as July 1<sup>st</sup> (7/1) of following fiscal year.

For example, assuming today is September 15th, 2009 (FY10), you are just aware of a FY09 PO. Purchase date shows 6/1/2009 and invoice date is 6/25/2009. Receiving department told you that the item was received on 6/20/2009. The item needs to be entered to CUNYfirst but the system was closed on 8/3/2009 for FY09 year-end financials. In this case, the acquisition date of the item should be entered as 7/1/2009 (FY10).

**10. If an inventorial item is purchased with installment plan, what is acquisition date of the item? Can I update the date every time when new payment is made?**

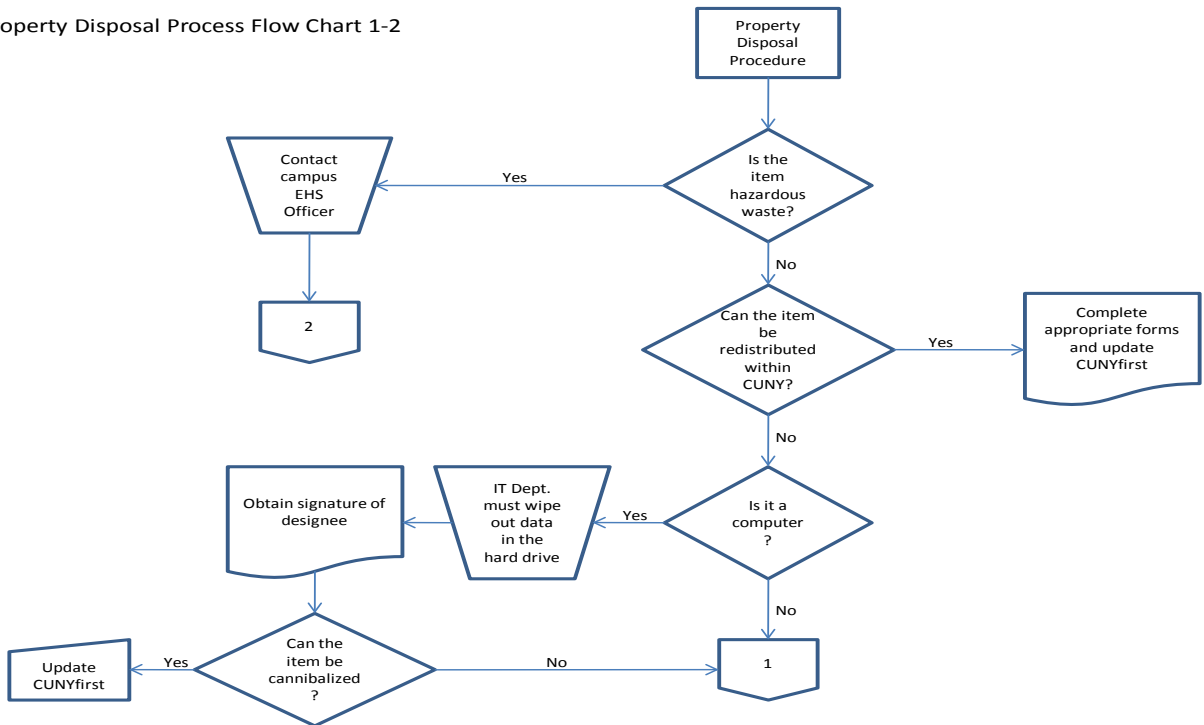
Acquisition date should be the date when item is initially received not the date that installment plan is finished. This date cannot be changed with new payment is made.

## B. Disposal/Salvage/Transfer

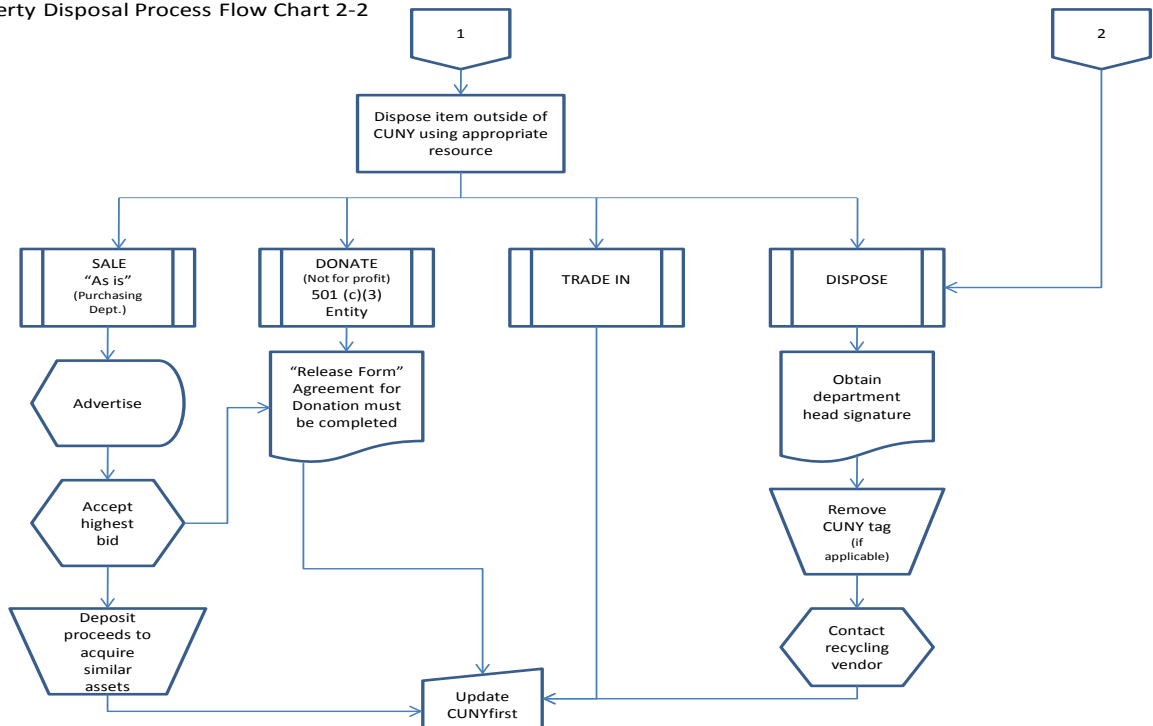
### 1. How do I dispose or discard capitalized/tagged property?

Please see Flow Chart below and follow *III. E. Disposal & Salvage Policy* and attach *Property Control Form* (Appendix F) and other supporting documents if necessary.

Property Disposal Process Flow Chart 1-2



Property Disposal Process Flow Chart 2-2



**2. If I am aware of a property has been transferred to other colleges, how do I take out of my inventory?**

Please email the following information of the transferred property to Central Office.

- Tag number
- Description of Property
- Model, Manufacturer and Serial Number
- Receiving College
- Receiving Department
- Contact information (Name, Phone number, Email) of property receiver
- PO if available

After Central Office receives your email, Central Office will contact the receiving College's Property Management personnel to confirm. After receiving the property is confirmed, Central Office will inform the giving College when domain of this property is transferred and proceed it in CUNYfirst.

**3. How do I trade-in existing property for new property?**

Notify the Purchasing Department and the Property Management Office by e-mailing copies of documentation indicating traded property. A receipt of traded property from the vendor to Property Management personnel should indicate:

- Description of Property
- Tag Number if available
- Model, Manufacturer and Serial Number
- Trade Credit Amount

Please see *III. D. 1. Trade-in*

**4. Should hard drives be removed from computers/copiers prior to disposal/salvage?**

Yes, please refer to *III. E. 1. General Procedure for Disposal & Salvage Policy*.

**5. Is there any special handling requirement to send laboratory or medical equipment to salvage?**

Yes, if the disposal item contains hazardous materials. Please see *III. E. 3. Hazardous Wastes for Disposal & Salvage Policy*

**6. I have items that are in process to be picked up for disposal/salvage. Can I leave these items in the hallway outside my office?**

No, all items must be kept in a locked area until Building and Grounds Department picks them up. This is especially important for computers, hard drives, storage media, and other electronic devices that could potentially store sensitive information.

**7. Are serial numbers required when completing the Property Control Form and AH/OC Form?**

Yes, serial numbers are required for items such as computers, printers, copiers, and other electronic or laboratory/medical equipment. Failure to include serial numbers in the forms for required items may result the request being returned for resubmission. If an item (such as a table, chair, or desk) does not have a serial number, please leave the Serial Number field blank. Basically, CUNY Tag Numbers should be included for all items listed in the CUNYfirst Asset database System.

**8. How do I determine what items I am required to send to salvage/disposal and what items I can dispose on my own?**

Due to Property Management, Security, Environmental Health & Safety, and Information Technology concerns, many items cannot be discarded without special handling and/or following specified procedures. Additionally, many items could still have residual value to another organizational unit in the university or could be sold to the general public.

In short, all unwanted items should be included on the *Property Control Form*. Examples for items should ALWAYS be forwarded to Property Management Office for proper disposal include, but not limited to: computers, monitors, printers, servers, televisions, microwaves, audio-visual and multimedia equipment, musical instruments, copiers, office equipment, electronic may contain sensitive information, desks, filing cabinets, chairs, book cases, tables, other office furniture, medical equipment, scientific equipment, lab equipment, vehicles, motorcycles, trucks, vans, buses, trailers, other licensed vehicles, boats, athletic equipment, telecom equipment, radio equipment, security equipment, printing equipment, tools, custodial tools and equipment, food service equipment, household appliances, money handling equipment, sewing equipment, software disks and other computer accessories, office supplies, etc...

### **C. Re-Inventory**

#### **1. When do I have to start re-inventory for my college and what is the due date to finish re-inventory?**

You can start the re-inventory procedures whenever during the year subject to College's progress of entering new inventorial items. However, College must finish its re-inventory by December 31st to meet the requirement that the total value of items "Not Found" is the lesser of \$300,000 or 5% of the total inventory value.