
George Mason University

Presents

Equipment Procedures

*A Guide for Departmental Equipment Liaisons
Covering the Life Cycle of Equipment*

Prepared by Fiscal Services Training Department

December 2007

EQUIPMENT PROCEDURES

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NOTE: The procedures and forms in this document are also available online via the Fiscal Services web site at <http://fiscal.gmu.edu>

Follow the links to Policies and Procedures or forms.

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POLICY

Administrative Policy 2104, “Inventory Control of Office and Educational Equipment and Furniture,” provides for the accountability of equipment, from acquisition to final disposition, including the annual inventory process. The full text of the policy is available via the Fiscal Services web site at <http://fiscal.gmu.edu>, and is also included as an appendix to this manual.

All equipment with an acquisition cost or donated value of \$2,000 or more and laptop computers with an acquisition cost or value of \$1,000 or more are recorded in the University's central inventory. In addition, all Equipment Trust Fund (ETF) items are recorded in the inventory records. See page nine for more information about ETF equipment.

The following procedures have been developed to assist departmental personnel in complying with the policy. When read in conjunction with the policy, these procedures should help ensure proper accountability for all equipment that is recorded in the University's central inventory. The policy and procedures apply to all stages in the life cycle of equipment: acquisitions, deletions, loans, assignments, transfers, inventories, and disposals.

RESPONSIBILITIES

Departments and offices: Departmental and office personnel are responsible for ensuring that equipment is adequately insured, safeguarded and controlled, and that all changes and discrepancies are promptly reported to the Financial Reporting Office, and to Risk Management and the Police as necessary. Chairs and Directors are responsible for designating a member of their classified staff or faculty to serve as an *equipment liaison* to facilitate communication and accountability between the department, the Financial Reporting Office, the Risk Management Office and the Police. The *equipment liaison's responsibilities* are to:

- Report changes in status or location to the Financial Reporting Office,
- Maintain documentation regarding the life cycle of equipment,
- Facilitate the inventory taking,
- Contact the Police when theft or vandalism has occurred or is suspected, and
- Report damaged/lost equipment to the Risk Management Office and cooperate in filing insurance claims promptly.

Financial Reporting Office: The Financial Reporting Office is responsible for recording events in the life cycle of equipment and providing departments, offices and management with financial and inventory reports. Financial Reporting will also provide equipment lists to departments upon request. Lists are normally available within two business days of request and can be produced in various formats; e.g., by building, by room, by category, by acquisition date, etc. Contact the Equipment Program Administrator at x3-4456 to request a list in a particular format. (See also “Inventory Software” below.)

Risk Management Office: The University's Risk Management Office is responsible for insuring equipment and submitting insurance claims for lost or damaged property. All property, including

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borrowed items that are under the University's *care, custody, and control*, are covered for *replacement value*. There is a \$1,000 deductible *per incident* which must be assumed by the department having custody of the property. In cases where several departments lose items due to the same incident, such as a fire, the \$1,000 deductible is prorated among the various departments. Property coverage is worldwide, regardless of who has control of the item at the time the loss occurs.

University Police/Public Safety Department: The Police Department is responsible for investigating all reported property losses in a timely manner. The Police Department coordinates with the individual departments, Financial Reporting, and Risk Management in the identification and valuation of all property reported as damaged, lost, stolen, etc.

INVENTORY SOFTWARE

The University uses the TRAQ automated inventory system to maintain its inventory records. The TRAQ software is available for use by any department liaison with a LAN account. The software allows users to monitor and control equipment inventory, and provides the flexibility to make inquiries and produce customized reports at any time. Liaisons may also directly update the inventory database for changes in the building or room numbers of equipment assigned to their unit by going to <http://traq.gmu.edu:8080>.

Managers may request access to TRAQ for their liaisons by completing the request form at Appendix M and faxing it to Financial Reporting at 3-2920. The form must include the following information: Liaison's name, title, phone, and email address. Contact the Equipment Program Administrator at x3-4456 for more information about using TRAQ.

FORMS

The Financial Reporting Office uses several forms to report changes in equipment status and to assist in maintaining the central inventory database. These forms are included as appendices to this manual. They are also available via the Fiscal Services web site at <http://fiscal.gmu.edu>. The following forms are currently used:

- New Equipment Location form
- Request for Tagging of a New Piece of Equipment form
- Interdepartmental Equipment Transfer form
- Equipment Assignment/Loan form
- Equipment Loss form
- Equipment Surplus form
- Request for Authority to Cannibalize Equipment form
- TraQ Web-site Access Request Form.

EQUIPMENT USE CODES

Some of the forms include a field for the *Equipment Use Code*. These codes are used to accumulate information for purposes of allocating funds from the Equipment Trust Fund to the University. Departmental personnel are requested to select the most appropriate code for the *primary* intended

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use of the equipment. Contact the Financial Reporting Office for assistance in determining which code to use. The University uses the codes listed below.

101 Instruction. Teaching and training activities: Includes courses offered for credit or non-credit; also includes departmental research and public service not separately budgeted; includes academic department chairpersons, but not academic deans; includes direct support for instructional activities, such as grading students' work and assisting with course-related matters, supervising graduate students' thesis work, advising students, and committee work and meetings directly related to instruction.

102 Research. Research sponsored by external agencies and internal research that is separately budgeted: Includes research activities and research training where such activities are not included in the instruction function described above. These activities are typically funded by grants or contracts.

103 Public Service. Activities to provide non-instructional services beneficial to individuals and groups external to the University: Includes non-instructional community service (conferences, reference bureaus, testing services, etc.), cooperative extension service, and public broadcasting services.

104 Academic Support. Support for instruction, research and public service activities: Includes libraries, museums and galleries, educational media services, academic computing support, academic administration (including academic deans but not department chairpersons), academic personnel development, and course and curriculum development.

105 Student Services. Organized administrative activities that provide assistance and nonacademic support to the needs and interest of students: Includes course registration, career advising, health and fitness, minority students and other student groups, social and cultural development, financial aid administration, and admissions.

106 Institutional Support. Central executive-level activities concerned with management and long-range planning for the entire University: Includes executive management, legal and fiscal services, internal audit, general administration and logistical support (personnel and space management, purchasing, campus-wide transportation services, safety, etc.), administrative computing support, and public relations/development.

107 Operation and Maintenance of Plant. Operation and maintenance of physical plant: Includes utilities, fire protection, property insurance, custodial services, and grounds maintenance.

306 Auxiliaries (Operations that function financially as self-sustaining business units). Examples include the residence halls, meal plan, student unions, athletics, print services, telecommunications, and the student organizations.

LIFE CYCLE OF EQUIPMENT

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ACQUISITIONS

The University acquires possession of equipment from various sources. All equipment valued at \$2,000 or more, laptop computers valued at \$1,000 or more, and all ETF equipment must be identified with a barcode label attached to the item, and entered into the University's inventory records. Each department/office has an obligation to ensure that equipment it receives is properly barcoded.

Equipment delivered through Central Receiving: Equipment is normally shipped by the vendor to Central Receiving. Central Receiving affixes a barcode label to equipment that qualifies for capitalization and a New Equipment Location Form is placed in the container with the equipment. The equipment is then delivered by Central Receiving as directed by the department/office that initiated the acquisition. Most information needed by Financial Reporting for the inventory is recorded as part of the barcoding process in Central Receiving. The department, however, must provide information about the location and intended use of the equipment. *Departments must complete the New Equipment Location Form and forward it to the Financial Reporting Office* within three working days of receipt of the equipment. The information is used to record equipment location and to assist officials in cases of theft or casualty.

Equipment delivered directly to the department/office: Sometimes large or special order items are delivered directly to the department/office, therefore bypassing the barcoding process performed by Central Receiving. The department must complete a Request for Tagging of a New Piece of Equipment Form and forward it to the Financial Reporting Office within three working days of receipt. Financial Reporting will then provide via interoffice mail a New Equipment Location Form with three Bar Code stickers to be affixed to the front and back of the equipment. Departments must complete the Form and return it to Financial Reporting within three working days.

Equipment purchased through the Computer Store (Patriot Computers): Equipment acquired through the Computer Store that is intended for department/office use is barcoded by the Computer Store staff. The department, however, must provide information about the location and intended use of the equipment. *Departments must complete the New Equipment Location Form and forward it to the Financial Reporting Office* within three working days of receipt of the equipment. The information is used to record equipment location and to assist officials in cases of theft or casualty.

Equipment acquired through the GMU Foundation: The GMU Foundation occasionally receives and distributes donated equipment to University departments or offices, reimburses the University's faculty and staff for equipment acquired for Mason related purposes (at home or on campus), and purchases equipment as gifts to departments/offices. Equipment provided by the Foundation becomes the property of George Mason University. The Foundation notifies Financial Reporting when equipment has been transferred and needs to be barcoded.

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Fabricated equipment: Parts are sometimes purchased separately with the intent of assembling equipment. If the total value of the fabricated equipment exceeds \$2,000 (or \$1,000 for laptops) the equipment created needs to be barcoded. The department must send an e-mail or memo to Financial Reporting to report the fabricated equipment and assist with developing an equipment record.

Leased/Rented/Borrowed equipment: Departments that obtain equipment from others on a temporary basis must accept responsibility for the *care, custody, and control* of those items. The University's property insurance provides the same coverage for these items as for those owned by the University. A contract or letter of understanding between the parties involved must be executed. Utilize the Model Contract for the Loan of Items to George Mason University (Appendix I). This form must be on file with the University Risk Management Office for insurance coverage. If the item is not returned in the same condition as it was received, except for fair wear and usage, the University Risk Manager must be notified.

In the case of mechanical, electrical, and potentially hazardous items, the owner should assume full responsibility for the safe condition of the item. The University should assume responsibility only for the safe operation of the item.

In general, Financial Reporting does not record items leased, rented, or borrowed for less than one year in the central database.

TRANSFERS, ASSIGNMENTS AND LOANS

Transfers: Equipment may be transferred between departments or offices of the University. Both departments must complete and sign the Interdepartmental Equipment Transfer Form and forward it to Financial Reporting. The department releasing the equipment has the responsibility to ensure the form is properly completed and forwarded to the Financial Reporting Office.

Equipment may *not* be transferred directly by the department or office to any entity or person not directly affiliated with the University. This includes, but is not limited to students, other State Agencies, high schools, and charities. This also includes transfer to faculty- even when the equipment was purchased with grant or contract funds. Only the Financial Reporting Office, with the permission of the State, has the authority to donate equipment to others.

Assignments/loans: Portable equipment, such as laptop computers, that is assigned to a faculty or staff member for more than three months must be reported to the Financial Reporting Office. Desktop PCs and other large items may also be lent to faculty and staff for use at their homes or alternate location. This equipment is to be used for GMU business purposes only. Departments must complete the Equipment Assignment/Loan Form and obtain the necessary signatures for all equipment on loan or assignment. The department should retain the original and send a photocopy to the Financial Reporting Office. When the next inventory report is received, the department should verify that it properly identifies the assignee. The department should notify Financial Reporting when the item is returned to the department's custody.

It is not necessary to notify Financial Reporting when equipment is on loan for less than three

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months. Nevertheless, departmental liaisons should keep a log of all equipment on loan, including names of assignees and the expected return date, in order to maintain accountability at all times.

Equipment assignment/loan to individuals and organizations not part of the University community is not permitted, unless the responsible department head approves the loan by initiating a Property on Loan form (Appendix I) and the use meets one of the following criteria:

- In connection with an approved University sponsored activities, events or services.
- Part of a contractual agreement between the University and a government agency, a private business or another educational institution; and the agreement has been reviewed for consistency by University Counsel.
- By official visitors to the University and is appropriate to the purpose of the visit.
- In connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

DELETIONS

Equipment is deleted from the central inventory for the following reasons: theft or casualty losses, turn in to surplus property, authorized cannibalization, or equipment that is not found during inventory.

Theft or casualty losses: Equipment will be deleted from the inventory records due to theft or casualty incidents. In these cases, the Police and Risk Management departments must be notified to investigate the incident and file insurance claims. An Equipment Loss Form must be provided to the Financial Reporting Office in order to delete the equipment from the database. Keep in mind, however, that Financial Reporting cannot remove items from the database until the incident has been reported to and processed by Risk Management and/or University Police. Note that ETF items meeting the threshold still need to be replaced.

Surplus Property: Equipment no longer needed by the department must be turned in to the Surplus Property Office. The University's Surplus Property Office will pick up excess/obsolete equipment upon request. Departments should complete the Equipment Surplus Form and submit it to Surplus Property (MSN 5C6). The Surplus Property Office will then notify the Financial Reporting Office to remove the item from the inventory records. Departments are responsible for the security of all equipment until picked up by Surplus Property. After the form is signed by Surplus Property, the departments should retain a copy of the surplus equipment form in its files.

Cannibalization: As a general rule, cannibalization is permitted for the purpose of repairing a similar damaged piece of equipment, when the damaged item is so old that spare parts would be difficult to obtain. Before cannibalization of equipment with book value of \$2,000 or more (laptops \$1,000 or more) is performed, departments must contact Financial Reporting to have the equipment inspected and certified for cannibalization. A Request for Authority to Cannibalize Equipment form must be completed and forwarded to the Financial Reporting Office. Appropriate signatures are required.

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Cannibalization for the purpose of creating a pool of parts for future repairs is not permitted. Cannibalization for personal purposes is also prohibited. All such occurrences will be considered theft and must be reported to the Police.

Equipment not found during inventory: When a piece of equipment is determined to be missing as a result of an inventory, the item will be deleted from the database. See “Equipment Not Found” on page nine and “ETF equipment” on page ten for more information.

Abandonment: Departments are prohibited from abandoning equipment (e.g., throwing it in the trash, leaving it in hallways, etc.). Equipment beyond repair or obsolete beyond usage must be processed as surplus.

REPORTING LOSSES TO THE POLICE AND/OR RISK MANAGEMENT

All property discovered to be stolen, missing, damaged, or destroyed due to casualty should be reported to the University Police Department for investigation, the Risk Management Office (use the Report of Loss to State-Owned Property (Appendix L) for insurance claims processing, and the Financial Reporting Office for inventory records updating, *as soon as the loss is discovered*. This reporting requirement applies regardless of the dollar amount of the loss.

University Police Department Procedures: In order to initiate an investigation of stolen, missing or damaged equipment, the following information must be reported to University Police at x3-2810:

- Serial number, GMU barcode number, and cost of the missing item.
- Information on property missing from a secure area must include a description of the location itself, names of individuals with access to the area, names of individuals with keys to the secure area, and an indication of whether keys have been returned upon termination of employment and to whom they have been returned.

Risk Management Office Procedures: The University is insured against theft of equipment, and the user department/office may receive reimbursement after the deductible (currently \$1,000) has been charged to the department's fund/org. This deductible is “per occurrence,” so all stolen items must be reported at the same time. The University is also insured against casualty loss (fire, water damage, vandalism, etc.). The University's insurance policy specifies that items discovered missing during an inventory *cannot* be claimed as stolen for insurance reimbursement purposes.

Cash and financial accounts of the University are insured for both theft and fraud by GMU employees. The Fidelity Bond Program covers losses up to the limit of the policy, with no deductible. In the event theft or fraud is suspected, the University Police must be notified. In turn, the State Police will investigate the matter. To activate the bond, the State Police must name the probable culprit (an employee).

The following clarifications should be noted: (1) *Replacement value* means that our insurance carrier will pay whatever it costs to restore the lost/damaged item to its previous state. There is no

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adjustment for depreciation. (2) In the event a department wants to *upgrade* a lost item, the insurance carrier will pay only what it would have cost to replace the item; the department must pay for the difference. In order to separate replacement cost and upgrade cost, departments should ask the vendor to annotate on the purchase order regarding the upgrade and the additional costs associated with it. (3) The University's insurance coverage also provides for payments for rental items if necessary for continued operations until the lost/damaged property can be restored. (4) The University's property insurance policy specifically *excludes coverage* for employee dishonesty, unexplained (mysterious) disappearances, and losses and shortages disclosed when taking inventories.

The following documentation is required by the insurance carrier in order to settle a claim. (1) It must be established that the property was lost/damaged due to an accident or unexpected event, such as fire, theft, water, lightning, or vandalism. (2) Proof that the lost/damaged item was in the department's possession at the time of the loss/damage. (3) The lost/damaged item has been replaced or repaired. (See the "Property Insurance Loss/Damage Claim Checklist" in Appendix K for specific details that Risk Management must consider when reviewing and processing property claims.)

INVENTORIES

Physical inventories are performed once a year, or at the discretion of the Senior Vice President. The Financial Reporting Office will initiate and perform the inventory taking process. The procedure is as follows:

1. The Financial Reporting Office staff usually begins with the buildings containing the largest amount of equipment. It normally takes two months to complete the inventories for all departments.
2. About two weeks prior to the start of the inventory for a particular building, the Financial Reporting Office will notify equipment liaisons within the building of the scheduled date and time. Financial Reporting will make every effort to accommodate requests from liaisons that need to schedule their inventory at a particular time.
3. On the scheduled inventory date, liaisons must be available to accompany the Financial Reporting Office personnel. Liaisons must have access to all areas containing equipment, including locked locations requiring access by key.
4. Approximately one week after the inventory process has been completed for all buildings, Financial Reporting informs the liaisons of the preliminary results (listing of missing equipment).
5. Within two weeks of receipt of the preliminary report, liaisons report to Financial Reporting all equipment listed as missing on the report that has since been located.
6. Within two weeks of receipt of located equipment reports, Financial Reporting processes all changes and distributes updated missing equipment listings to chairs/directors and liaisons.

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7. Within three weeks of receipt of updated missing equipment listings, chairs/directors and liaisons report to Financial Reporting all equipment that was listed as missing on the updated report that has since been located.
8. Within one week of receipt of the report of additional located equipment, Financial Reporting processes all changes and distributes a final listing of missing equipment and associated book value to chairs and directors for final review.
9. Within one week of distribution of the final listing, and before the end of the fiscal year, results are communicated to the Senior Vice President and the Provost.

EQUIPMENT NOT FOUND

After the liaison and the chair/director have been notified of the inventory findings and have had a chance to locate the missing assets (on or about June 1 of each fiscal year), Financial Reporting will calculate the book value of equipment that is still missing. The original cost minus depreciation will be used to determine book value as of June 1, and all missing equipment with a book value of \$2,000 or more (\$1,000 or more for laptops) will be deducted from the department's/office's budget the following fiscal year.

Example: A desktop PC was purchased one year ago at a cost of \$2,500. The life expectancy for PCs is five years. After one year, the asset is 20% depreciated (\$500). The book value is 80% of original cost (\$2,000). The department/office will lose \$2,000 from the following fiscal year budget.

EQUIPMENT TRUST FUND (ETF)

Equipment acquired by the University is generally purchased out of funds allocated to the University through the State allocation process. To supplement this process, in 1986 the State created a new source of funding consisting of bonds, the proceeds of which are allocated to various universities to purchase equipment. Because of the special status of this equipment, the rules and procedures related to them are different from those for other equipment, as follows:

1. ETF equipment must have a cost of \$1,000 or more. (Exception: Computers and printers can have a cost of \$500 or more.)
2. All ETF equipment is recorded in the central inventory records.
3. Lost or stolen ETF items with a depreciated value of \$500 or more must be replaced within 90 days of the date they were discovered missing. When replacing ETF items, identify on the requisition that this is to replace missing ETF, and write the barcode number of the missing item on the requisition form.
4. Replacement cost will be charged to the department that last had custody of the item.

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5. The replacement item must be a like item (e.g., computer for computer).

Example: Equipment purchased with ETF funds one year ago was discovered stolen. The equipment had an original cost of \$1,200 and a three-year life. Annual depreciation is \$400 (one-third of \$1,200). The book value of the equipment at the time of theft is \$800 (\$1,200 cost less \$400 depreciation). Because the depreciated value is more than \$500, the item must be replaced with a like item, and the replacement cost charged to the department that had custody at the time of theft.

FURNITURE AND OTHER EQUIPMENT

Furniture and other equipment valued below the capitalization threshold of \$2,000 (\$1,000 for laptops) is not barcoded or entered into the equipment database, and therefore is not subject to inventory procedures. Nevertheless, these items are State property and cannot be sold or donated without prior approval from the State. Departments that wish to transfer any such property to non-University entities must contact the Financial Reporting Office.

Disposing of unwanted furniture and other equipment: Contact Surplus Property at x3-2579 to report unwanted furniture or equipment. Items will be picked up and those in good condition will be redistributed to other departments/offices.

Acquiring used furniture and Equipment: Surplus Property maintains a list of surplus furniture and equipment. Requests to acquire items will be honored in the order in which they are received.

EQUIPMENT PROCEDURES

| <u>Department</u> | <u>Name & Title</u> | <u>Points of Contact</u> | | <u>Mail Stop</u> | <u>Email</u> |
|---------------------------------|---|--|--|------------------|--------------|
| | | <u>Type of Assistance</u> | <u>Phone</u> | | |
| Financial Reporting | Carol McGinnis <i>Associate Controller</i> | Equipment accountability, policy issues | 3-2588 | 4B2 | cmcginn2 |
| Financial Reporting | Robert Bussjaeger <i>Director Financial Reporting and Tax Accounting</i> | Equipment accountability, policy issues | 3-2636 | 4B2 | rbussjae |
| Financial Reporting | Peggy Kirk <i>Plant Funds Accountant</i> | ETF procedures, inventory procedures | 3-2640 | 4B2 | mkirk2 |
| Financial Reporting | Rama Arun <i>Equipment Program Administrator</i> | Equipment records, inventory procedures, TRAQ inventory software, ETF Procedures | 3-4456 | 4B2 | rarun |
| Central Receiving | Bill Bowler <i>Warehouse Manager</i> | Surplus Property | 3-2579 | 5C6 | wbowler |
| University Police/Public Safety | Michael Lynch <i>Chief of Police</i> | Stolen, missing or damaged equipment | 3-3840 <i>(direct)</i> 3-2810 <i>(dispatcher)</i> | 3D3 | mlynch |
| Risk Management | Joyce French <i>Director of Risk Management</i> | Property insurance, insurance claims for stolen or damaged equipment | 3-2599 | 5E2 | jfrench |
| Fiscal Services | Joey Carls <i>Fiscal Training Manager</i> | Training schedules and materials | 3-2089 | 4B2 | mstrauch |

Administrative Policies

University Policy Number 2104

Subject: Inventory Control of Office and Educational Equipment and Furniture

Responsible Parties: Heads of Departments and Activities

Procedures: Equipment Procedures

Related University Policies: Internal Controls

<http://www.gmu.edu/facstaff/policy/newpolicy/2103adm.html>

I. SCOPE

This policy applies to all University controlled equipment entrusted to all departments, offices and activities of George Mason University at all locations, regardless of the source of funding. This policy governs the taking of periodic inventories, day-to-day stewardship and the year-round maintenance of the University's database reflecting the status of equipment.

II. POLICY STATEMENT

This administrative policy implements the Commonwealth of Virginia's policies and the University's inherent obligation to exercise appropriate stewardship and accountability for all equipment regardless of the method of acquisition (purchase, lease, fabrication, donation via GMUF, borrowing, etc.) or the source of funding (educational and general funds, sponsored programs, GMUF, etc.). Because of its status as a publicly funded institution, the University is accountable for all the equipment in its possession.

III. RESPONSIBILITIES

- A. Deans, directors, vice presidents and departmental managers are responsible for:
- (1) maintaining written policies and procedures as deemed necessary to supplement this policy, for safeguarding and controlling all equipment in their possession, and complying with this administrative policy,
 - (2) assigning and training equipment liaisons/custodians and providing knowledgeable escorts to the General Accounting Office for taking inventories,
 - (3) proactively ensuring that all the equipment in their custody is adequately safeguarded and controlled, and

- (4) promptly (within 30 days) reporting status changes (acquisition, transfer between departments, disposition, cannibalization, destruction, loss, theft, etc.) of centrally recorded (i.e., bar-coded) equipment to the General Accounting Office. Certain discrepancies (unexplained losses, possible thefts, damage, destruction, etc.) must be reported as soon as discovered to the University Police and Risk Management as well as General Accounting.

Assigned equipment liaisons/custodians should be University employees whose regular duties consist in whole or in part of managing the unit's equipment and acting as the point of contact for equipment. This includes being the unit's primary point of contact with General Accounting, Police and Risk Management offices, and for ensuring these offices are provided all necessary paperwork concerning equipment status changes.

B. General Accounting is responsible for ensuring that central equipment records are properly maintained and for taking the annual inventories with the assistance of departmental personnel. It also maintains and distributes a booklet of procedural guidance titled Equipment Procedures (http://fiscal.gmu.edu/policies_procedures/EquipmentProcedures.pdf) and, upon request, assists departments in training equipment liaisons and custodians.

C. University Police will investigate possible thefts, mysterious disappearances, etc. of University equipment.

D. The Risk Management Office will process insurance claims for accidentally lost, damaged, theft, or destroyed equipment. The University's insurance policy excludes coverage for employee dishonesty, unexplained (mysterious) disappearances, and losses and shortages disclosed when taking inventories.

IV. EFFECTIVE DATE AND APPROVAL

The policies herein are effective July 1, 1999. This Administrative Policy shall be reviewed and revised, if necessary, annually to become effective at the beginning of the University's fiscal year, unless otherwise noted.

Approved:

Senior Vice President

Provost

Date approved: May 24, 2004

Print Form



Send to: General Accounting-
Equipment Inventory, MSN: 4B2
Tel: 3-4456; Fax: 3-2920

New Equipment Location Form

Instructions: The accompanying equipment was delivered by Central Receiving to an interim departmental drop-off location and is included in the central equipment inventory records. Accurate information on location is necessary for costing, inventorying, and in case of theft or other casualty.

Please return this form within three working days to the General Accounting-Equipment Inventory Office.

Central Receiving

| | | | |
|--------------|--------------------------------|----------------|-------|
| Equipment: | <i>Place GMU Bar Code Here</i> | | |
| Description: | _____ | Serial Number: | _____ |

Receiving Department

| | | | |
|---|--|-------|-------|
| Equipment Use Code : (see below) | _____ | | |
| Final destination of equipment: | _____ | | |
| | Building | Room | |
| _____ | _____ | | |
| Receiving Department/Office | Fund/Org Number (if different from number on P.O.) | | |
| _____ | | | |
| Purchase Order Number (DO or PCO) or Requisition Number | | | |
| _____ | _____ | _____ | _____ |
| Equipment Liaison | Phone | Email | Date |

Equipment Use Codes:

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu/Procedures/equipman.pdf> for explanation of codes)

101 Instruction
102 Research
103 Public Service
104 Academic Support
105 Student Services
106 Institutional Support
107 Operation and Maintenance of Plant
306 Auxiliaries

For General Accounting Office Use
Only

Entered By _____ Date _____

May 2006

Print Form



Send to: General Accounting-
Equipment Inventory, MSN: 4B2
Tel: 3-4456; Fax: 3-2920

Request for Tagging a New Piece of Equipment

Instructions: Use this form to report that an item of equipment was received without a bar code label (usually because it wasn't processed by Central Receiving) and to request that General Accounting affix a bar code tag to the equipment. Please provide as much of the following information as possible.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Mail Stop Number: _____ Email: _____

Description: _____

Manufacturer: _____

Serial number: _____

Model number: _____

Purchase Order Number (DO or PCO) or Requisition Number: _____

Cost: _____

Location: Building: _____

Room: _____

Use code (see below): _____

EQUIPMENT USE CODES

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu/Procedures/equipman.pdf> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 306 Auxiliaries

For General Accounting Office Use Only

Entered By _____

Date _____

May 2006

Print Form



Send to: General Accounting-
Equipment Inventory, MSN: 4B2
Tel: 3-4456; Fax: 3-2920

Interdepartmental Equipment Transfer Form

Instructions: Use this form to document the transfer of equipment from one department to another and ensure proper recording of the equipment transfer by General Accounting. Both the transferring and receiving departments must sign the form to complete the transaction. The transferring (donor) department must send the signed original to the General Accounting Office. Both departments should keep a copy for their records.

Equipment Information:

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

Transferring (Donor) Department

Receiving Department

| | |
|--|--|
| <p>The above listed equipment is being transferred by:</p> <p>_____</p> <p>Transferring department/office</p> <p>_____</p> <p>Fund/Org number Phone number</p> <p>_____</p> <p>Building/room Date</p> <p>_____</p> <p>Equipment Liaison</p> <p>_____</p> <p>Signature (Department/Office Head)</p> | <p>The above listed equipment is being received by:</p> <p>_____</p> <p>Receiving department/office</p> <p>_____</p> <p>Fund/Org number Phone number Equipment Use Code (See below)</p> <p>_____</p> <p>Building/room Date</p> <p>_____</p> <p>Equipment Liaison</p> <p>_____</p> <p>Signature (Department/Office Head)</p> |
|--|--|

EQUIPMENT USE CODES

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu/Procedures/equipman.pdf> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 306 Auxiliaries

For General Accounting Office Use Only

Entered By _____ Date _____

May 2006

Print Form



Send to: General Accounting-
Equipment Inventory, MSN: 4B2
Tel: 3-4456; Fax: 3-2920

Equipment Assignment/Loan Form

Instructions: Use this form to authorize the temporary assignment/loan of equipment to faculty or staff. Items listed below are not required to be returned for scanning during the annual inventory. Instead, retain the originals of these forms on file in the office and send a copy to the Fixed Assets Office. Equipment assigned/loaned for off-campus use may be used only for official university business.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Equipment:

| | | | |
|-------------------|----------|-----------------------|-----------------------|
| Item Description: | | Use Code: (see below) | Expected return date: |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|-----------------------|-----------------------|
| Item Description: | | Use Code: (see below) | Expected return date: |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|-----------------------|-----------------------|
| Item Description: | | Use Code: (see below) | Expected return date: |
| Bar Code # | Serial # | Model # | Manufacturer |

Certification

I acknowledge receipt of the above-described pieces of equipment. I will return this equipment when no longer required or upon termination of employment.

Signature Printed Name Date

Departmental Approval

Signature of Equipment Liaison Date

Equipment Use Codes

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 306 Auxiliaries

For General Accounting Office Use Only

Entered By Date

Print Form



Send to: General Accounting-
Equipment Inventory, MSN: 4B2
Tel: 3-4456; Fax: 3-2920

Equipment Loss Form

Instructions: Use this form to report a theft or suspected theft, casualty loss or damage, or other loss of equipment to the Risk Management and Fixed Assets offices.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Police Incident # or description of casualty: _____

NOTE: *General Accounting cannot delete items from inventory until the incident has been reported to and processed by Risk Management and/or University Police.*

List all affected equipment below:

| | |
|-------------------|------------|
| Item Description: | Bar Code # |
| Item Description: | Bar Code # |
| Item Description: | Bar Code # |
| Item Description: | Bar Code # |
| Item Description: | Bar Code # |

For General Accounting Office Use Only

Entered By

Date

May 2006

Print Form



Fax to: Central Receiving
 Fax: 3-2576; Tel: 3-2576

Equipment Surplus Form

Instructions: Fax this form to Central Receiving at 3-2576 to initiate a surplus property pickup. Do not move the equipment to an unsecured area. Equipment will not be removed from inventory records until it has been picked up by Central Receiving. Keep a copy of the signed form for your records.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Surplus Equipment:

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

| | | | |
|-------------------|----------|---------|--------------|
| Item Description: | | | |
| Bar Code # | Serial # | Model # | Manufacturer |

Surplus Property Pickup:

| |
|--|
| Number of inventory items to be picked up: _____ |
| Location of Items: Building _____ Room _____ |

| | | |
|--|-----------|-------|
| Equipment picked up by Surplus Property | | |
| _____ | _____ | _____ |
| Print Name | Signature | Date |

| | |
|--|------------|
| For General Accounting Office Use Only | |
| Entered By _____ | Date _____ |

**GEORGE MASON UNIVERSITY
FINANCIAL REPORTING OFFICE**

Fixed Assets: fxassets@gmu.edu - MSN: 4B2 - TEL: 3-4456 / Fax: 3-2920

REQUEST FOR AUTHORITY TO CANNIBALIZE EQUIPMENT

REQUESTING DEPARTMENT: _____ DATE: _____

EQUIPMENT LIAISON: _____ PHONE NUMBER: _____

The purpose of this form is to request authority from the Central Receiving/ Surplus Property Office to remove parts from one specified item of equipment for use in another specified item of equipment.

Equipment to be cannibalized (SOURCE):

| | | | |
|------------------------|----------|---------|--------------|
| Equipment Description: | | | |
| BARCODE# | Serial # | Model # | Manufacturer |

| | | | |
|------------------------|----------|---------|--------------|
| Equipment Description: | | | |
| BARCODE# | Serial # | Model # | Manufacturer |

Equipment items placed in (DESTINATION):

| | | | |
|------------------------|----------|---------|--------------|
| Equipment Description: | | | |
| BARCODE# | Serial # | Model # | Manufacturer |

| | | | |
|------------------------|----------|---------|--------------|
| Equipment Description: | | | |
| BARCODE# | Serial # | Model # | Manufacturer |

Departmental Approval:

Department Chair/Director or Equipment Liaison

Date

Financial Reporting Approval:

Printed Name

Signature

Date

For Financial Reporting Office Use Only

Entered By

Date

**George Mason University
Property on Loan**

_____ (Borrower) accepts the loan and *care, custody and control* of the below listed item(s) from George Mason University (Lender) for the period _____ to _____. The Borrower accepts this loan with the understanding that the Lender has the full authority to make the loan and complies with all copyrights, liens, safety and regulatory standards, and the like. The Borrower will provide the same level of security and discretion to it as the Borrower does for its own property. The pick-up and return of the items to the Lender (will be) (will not be) the responsibility of the Borrower. The Borrower will not clean, restore, or otherwise alter the item(s) without the consent of the Lender. Attached are other applicable conditions and agreements. Except for normal wear and tear, the property will be returned in the same condition as when borrowed.

The Borrower agrees to maintain General Liability insurance (min \$1,000,000 per incident) for the Lender's property in the event of loss, damage, or bodily injury. Recovery shall be limited to the property's replacement value or restoration cost. The Borrower will **indemnify** and **hold harmless** the Commonwealth of Virginia, George Mason University, its employees and or agents from any legal claim or liability for any bodily injury and personal property damage while borrower is utilizing subject property.

This agreement shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising from this Agreement shall be brought before a proper state or federal court in the Commonwealth of Virginia. Nothing herein shall be deemed as a waiver of the sovereign immunity of the Commonwealth of Virginia. This agreement constitutes the entire understanding of the parties and supersedes all prior oral or written agreements. This agreement can be modified or amended only by a written document signed by all parties.

| Item(s) | Est. Value |
|----------------|-------------------|
|----------------|-------------------|

Attachments: (no) (yes)

Signed _____ Date _____

GMU Representative (Dept Head)

Signed _____ Date _____

Borrower

Copy to: Borrower: _____, GMU Rep: _____, GMU Risk Management: _____, Other: _____

Property Insurance Loss/Damage Claim Checklist

The purpose of this memorandum is to facilitate the submission of an insurance claim for lost or damage property. All GMU property (including property that is under its care, custody, and control) is covered for replacement value. **There is a \$1000 deductible per incident which must be assumed by the department having custody of the property.** In cases where several departments lose property due to the same incident, such as a fire, the \$1000 deductible is pro rated among the various departments.

The replacement value policy means that our insurance carrier will pay whatever it costs to restore the lost/damaged item to its previous state. There is no adjustment for depreciation. In the event, a department wants to up-grade a lost item, the insurance carrier will pay for only what it would have cost to replace the items, and the department pays for the difference. Our insurance also pays for rental property if it is necessary for continued operations until the lost/damaged property can be restored.

Our insurance carrier requires certain documentation to establish that the property was lost/damaged due to an accident or unexpected event: fire, theft, water, lightning, vandalism, or the like. **The carrier also requires proof that the lost/damage item has been restored.** GMU's Risk Manager gathers and submits them along with a claim for reimbursement. **The items listed below shall be provided prior to the Risk Manager submitting a claim:**

___ Report of Loss/Damage. Within three workdays of the incident, a "Report of Loss/Damage" must be submitted to the University's Risk Manager. Form attached.

___ Police Report. All stolen property must be reported to, and investigated by, the GMU Police Department. A copy of their report is sent to the Risk manager and will be included with the insurance claim. Please notify the Police (x32810).

___ Explanation of the Loss/Damage. If the Police Report or other sources do not fully explain what occurred, it may be necessary for the faculty/staff member claiming the loss to prepare a short statement regarding how the damage/loss occurred, persons involved, a complete description of the property, and the steps taken to recover from the loss.

___ Proof of Ownership. The specific lost/damaged item must be identified along with its modifications (as with computers). Proof can be shown with a copy of a purchase order or a copy of the most recent Fixed Assets Office's inventory of the department's property.

___ Proof of Replacement. Proof can be demonstrated with a copy of the **PAID INVOICE**. It should include all the modifications. In the event, the replacement item is not the same as to lost item, the vendor or other authority should indicate that the new item is functionally the same. Or, if there has been an up-grade, there should be an annotation as to what features (and the related costs) constitute the up-grade. For computers, please include the old and new specification lists.

___ Repair Bills. It is necessary that the bill indicate specifically what service was performed and/or what parts were provided. Further, the bills must state the purpose for the work and the item(s) repaired. In the event the bill covers several items, those portions of the bill applicable to the insurance claim must be annotated. "For Services Rendered" bills will not support a claim.

The above guidance is intended to assist with preparing the material for a property insurance claim. Any questions should be directed to Joyce French (x3-2599).



REPORT OF LOSS TO STATE-OWNED PROPERTY

FOR STATE AGENCY USE ONLY

| | | | | |
|----------------|-------------------------|-------|--|------------------|
| Agency Name: | GEORGE MASON UNIVERSITY | | | |
| Date Reported: | | Time: | | Agency Code: 247 |

LOSS DATA

| | | | |
|-----------------------------|--|-------|--|
| Date: | | Time: | |
| Kind of Loss: | | | |
| Location: | | | |
| Estimate of loss: | | | |
| Description of loss/damage: | | | |
| | | | |
| | | | |
| | | | |
| | | | |

FOR INFORMATION, CONTACT

| | | | |
|---------------------|--|--------|--|
| Name: | | Title: | |
| Address: | | | |
| Local Phone Number: | | FAX: | |

REPORTED BY

| | | | |
|---------------------|---|--------|-------------------------|
| Name: | JOYCE FRENCH | Title: | UNIVERSITY RISK MANAGER |
| Address: | 4400 UNIVERSITY DRIVE, MSN 5E2, FAIRFAX, VA 22030 | | |
| Local Phone Number: | 703 993-2599 | FAX: | 703 993-2339 |

COMMENTS

| |
|--|
| |
| |
| |

TraQExpress – Web-Client Access Request form**Access Request: User Name and Password for TRAQEXPRESS**

For access to this module,

print this page and fax it to 703-993-2920 ATTN: RAMA ARUN

e-mail User Name: _____

First Name: _____

Last Name: _____

e-mail Address: _____

Phone Number: _____

Department Name: _____

Department Org: _____

Are you the equipment Liaison for your department? YES NO

Supervisor/Department Head Name _____

Please certify that by using this system, you agree to abide by George Mason University's [Responsible Use of Computing Policy - Number 1301](http://www.gmu.edu/facstaff/policy/newpolicy/1301gen.html) –
(<http://www.gmu.edu/facstaff/policy/newpolicy/1301gen.html>)

Please Sign _____

Please contact Rama Arun (3-4456) or rarun@gmu.edu for any questions.