

FLORIDA INTERNATIONAL UNIVERSITY PROPERTY CONTROL MANUAL

(Revised July 2011)

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I. Property Control - Role & Scope

The role of the Property Control Office at Florida International University is to establish guidelines and procedures governing the accountability, control, transfer, and ultimate disposal of tangible personal property acquired by Florida International University. The scope of our responsibility insures that these procedures are applicable to all accountable property owned or controlled by the University and apply to all personnel responsible for the accountability, control and safeguarding of this property.

II. Definitions - Property

- A. Accountable Property – Tangible, movable, personal property of a non consumable, non expendable nature, with a value of \$5,000 or more and which has a normal expected life of one year or more.
- B. Attractive Property – Attractive items are University property costing less than the threshold amount of \$5,000, but which are particularly vulnerable to theft and misuse. “Attractive” items will vary from department to department, but might include such things as laptops, iPads, or video recorders. Departments should evaluate “attractiveness” in the context of their own environment. Factors they should consider include the security of the property location, the size and portability of the item, and its potential resale value if stolen. These items should be marked as University property and catalogued by the user department. Special property tags are available upon request from Property Control.
- C. Computers Software and Related Equipment – Computer software programs valued \$5,000 or more are listed in the property record with a special code. Computers and their associated hardware equipment, such as monitors, modems, disc drives, etc., are normally assigned tags which can be physically affixed to an exterior panel. However, there is a multiplicity of accessory hardware, such boards, chips, interfaces, modules, etc. that although having a physical form which cannot be individually tagged - are assigned a tag number and the tag is placed on the frame in which the board is installed and connected. The transfer of these items to another location shall be reported first to Information Technology Security and then to Property Control so that a "Transfer" of tag can be completed (Refer to Section V.D. – Property transfers).
- D. Library and Media Property - Books – Library books, films, tapes, disk records, bound periodicals, and maps, although classified as personal property, (OCO) are the responsibility of the University's Libraries for accounting and inventory control.

III. Property Identification

- A. Taggable Property – Each item of Accountable Property shall be physically marked with a bar-coded tag bearing a consecutive number identification. Items, which by their shape or composition do not permit tag identification, will be marked by stylus, pen, or other practical permanent inscription. The assigned tag number will identify these items in the Master Property Record. (BOG Regulation 9.002)
- B. Non Taggable Property – Property Control shall not tag items, such as chairs, tables and other pieces of equipment, whose cost falls below \$5,000. If the department decides that these items are attractive, special property tags are available upon request from Property Control.

IV. Responsibilities and Duties - General

A. Chief Financial Officer and Senior Vice President of Business & Finance – The Chief Financial Officer and Senior Vice President of Business & Finance (CFO/VP) is delegated by the University President the management of accountability, transfer and disposal of state owned property for which the University has custodial responsibility under Board of Governors Regulations. Although the CFO/VP has the delegated responsibility for all University property, the custodial accountability and responsibility is actually that of the administrative head (accountable officer) of an operating department to which the property is assigned. This accountable officer may delegate custodial accountability and responsibility to selected members of the unit, but the administrative head remains the responsible accountable officer. Contract and Grants acquired property is the accountability and responsibility of the Principal Investigator (PI). The Principal Investigator is the accountable officer until such time as title to the property is transferred to the University or other agency under terms of the grantor (see section VIII of this manual). At this time, the accountability and responsibility is assigned to the administrative head of the department to which the property is transferred, or to the other agency with the approval of the Office of Sponsored Research Administration (OSRA) and the Board of Survey. The CFO/VP shall approve all Reports of Survey as submitted by the University's Board of Survey for disposition of University property.

B. Assistant Controller/Asset Management & Property Control – Duties of the Assistant Controller are as follows:

1. Responsible for the operation of the University's Property Control Office, which monitors all acquisitions, inventories, and disposal of State property on all FIU campuses and numerous off campus locations, including foreign country grants.
2. Meets with top level management to discuss problems arising within their respective department inventories and briefs university personnel as to property policies and procedures pertaining to more effective University property control practices.
3. Is Responsible for the Property Master File.
4. Schedules annual cyclical inventories of all University departments required by State law (BOG Regulation 9.003).
5. Upon request, informs Internal, State, or Federal Auditors of the status of property items.
6. Submits Report of Surveys approved by the Board of Survey to CFO/VP to obtain permission to remove property items from the Property Master File.
7. Manages the Surplus Property warehouse operation for redistribution of property to the University community and the disposal of the property according to state law.
8. Arranges and supervises all surplus disposals in compliance with state regulations. (BOG Regulation 9.0031 / (Ch. 6c8-8.002) Fla. Adm. Code.

C. Department's Accountable Officer – The responsibilities of the Department's Accountable Officer are as follows:

1. Has the custodial accountability for all University property assigned to the department.

2. Prepares and submits a "Request for Transfer" form to Property Control for property transfers or the moving of property to another assigned location.
3. As necessary, submits to property control a "Report of Survey" form (ROS) whenever property is lost or stolen. No property may be sold, surplused, cannibalized or otherwise disposed of until a request for disposal is made and approved by Property Control.
4. Notifies the University's Public Safety Department or appropriate law enforcement agency of any lost or stolen property. Notification should be confirmed by submitting a copy of the Police Report to Property Control. All facts should be included so that the Property Survey Board may relieve the accountable officer of the property.
5. Yearly, verifies the Department's Inventory Report list for Accountable Property furnished by Property Control and available through the financials asset management module. The Accountable Officer is responsible for locating items that have not been found.

D. Purchasing Services – Duties include:

1. Issues Purchase Orders for the procurement of accountable (OCO) property. Purchasing buyers are responsible for selecting the correct asset category to properly identify and ensure that the asset item being purchased is assigned an asset profile in the financial system.
2. Advises Property Control of any requests for "trade-in" of accountable property.

E. Central Receiving – Responsibilities include:

1. Receives and delivers equipment purchased by Florida International University to ordering departments. Central Receiving will maintain proof of delivery for all property received and delivered by Central Receiving.
2. Notifies Property Control upon the receipt of all accountable property for tagging purposes.
3. Central Receiving staff enters and records receipts into the financial system for those items received through Central Receiving. Maintain files of signed delivery/receipt document as official University records of accountability.

F. Public Safety Department – Duties include:

1. Request to see an approved Off Campus Request Form from any individual removing University property from the campus.
2. Investigate all reports of stolen property and submit a written police report of findings to Property Control.
3. When Public Safety or other source recovers accountable property that has been declared lost or stolen, a report containing the circumstances and a description of the articles is sent to Property Control. If the recovered property is media storage devices, Information Technology Security (IT Security) must be notified. Once the equipment is cleared by IT Security, the recovered property is returned to Property Control for verification and re-issue to the department sustaining the loss. All other recovered property is returned directly to Property Control for verification and re-issue. The inventory record will then be corrected to reflect the return of the accountable property on the department's property record.

4. Notifies IT Security for all media storage devices that are unclaimed after 30 days. Once cleared by IT Security the equipment is forwarded to Property Control where it is held until disposition. Forwards all other unclaimed lost and found items directly to Property Control after 30 days where it is held until disposition.

G. Facilities Management

1. Responsible for the maintenance of classroom furniture such as portable blackboards, chairs, tables, speaker stands, lecterns and other associated equipment.
2. The Campus Services Department of Facilities Management is responsible for the relocation of university property within the university and between campuses. Upon receipt of Property Work Order form, they will pick-up surplus items listed from departments and deliver them to the Surplus Warehouse (W-7). All media storage devices must have an Information Technology assigned MSCID number.
3. Facilities Management advises Property Control, in writing, of all property moves and department relocations.

H. Information Technology Security – Responsibilities include:

1. Sanitizing all media storage devices (Accountable Property and Attractive Property) prior to being surplus, donated, transferred or discarded.
2. Assign a MSCID number for each media storage device for proof of sanitation compliance.

For detailed information related to Media Sanitation Procedures visit <http://security.fiu.edu>

V. General Policies and Procedures

A. Property Acquisitions

1. Bonus - Property, which is acquired as a bonus sales promotion (received at no charge), shall be reported to Property Control. The Property Manager will determine its fair market value, identify, and if applicable, list it in the Property Master File.
2. Donations - Property, which is acquired by donation through the University's Foundations for the University, shall be reported to Property Control of its receipt and special conditions, if any. This property shall be listed at the fair market value and identified in the Property Master File.
3. Fabricated - Equipment fabricated by individuals or departments, that is assembled from parts or basic materials purchased from expense funds and exceeds \$5,000, must be reported to Property Control. Detailed records shall be kept of materials and labor used in the manufacture of such equipment in order to determine the fair market value. The finished piece of equipment will be accounted for in the same manner as any other accountable University property. The equipment will be assigned a property number, which will be listed in the Property Master File.
4. Purchase
 - a. Operating Capital Outlay (OCO) and Fixed Capital Outlay (FCO) appropriations are used for the purchase of Accountable Property. The department or project ID number referenced on the purchase order is the department or project ID number of the department, grant or contract number to which the property location is assigned unless notified otherwise.
 - b. Accessory parts, additions to equipment, initial freight and installation costs are also part of the equipment cost and are paid for from the OCO or FCO funds.
 - c. Replacement parts, repairs, and service contracts are items of expense and are not included in the cost of the original equipment.
 - d. Accountable Property shall not be purchased on a Blanket Purchase Order.

B. Abandoned Personal Property

1. Personal property abandoned or lost on University premises must be disposed of in accordance with the provisions of Section 705.18 Florida Statutes.
2. Under the provisions of this section, Public Safety shall take charge of the property and make a record of the date such property was found. Information Technology Security (IT Security) must be notified after 30 days for all abandoned media storage devices. After the equipment is cleared by IT Security, the property will be turned over to Property Control and held until disposition. All other abandoned personal property held after 30 days by Public Safety, will be turned over to Property Control and held until disposition.

C. Property Relocation

1. If property is moved and remains under the control of the same Accountable Officer, Property Control will be notified in writing of the new location so the

department inventory record may be updated with the new location. The notification shall include the description and the tag number of the items moved. If the property is media storage devices, and needs cleansing, the Accountable Officer can contact Information Technology Security (IT Security) for cleansing prior to relocating the equipment.

2. Property moves for media storage devices that are not under the control of the same Accountable Officer must be cleared by IT Security prior to the relocation of the equipment. After the clearance by IT Security, Property Control can be notified in writing of the new location to update the department inventory records. The notification shall include the description, tag number, and IT Security's approval for the items moved.

D. Property Transfers (all media storage devices must be cleared by Information Technology Security prior to transfer)

1. When property is transferred to another department, Property Control shall be advised by memo, stating the tag number and description, the gaining and losing department and location where transferred. The losing department will be relieved of accountability and the items will then be transferred to the inventory record of the gaining department in the Property Master File. The memo must be approved by Information Technology Security for all media storage devices.
2. Property, which is to be transferred to another institution or agency for any reason, shall be reported to the Property Survey Board for transfer approval prior to the transfer.
3. Any request to receive property transferred from other institutions or agencies must be approved by the Department of Data Management & Gift Services prior to the transfer. Once approved, the Department of Data Management & Gift Services will notify Property Control. Property Control will tag (if accountable) and record the property in the Property Master File at the current fair market value.

E. Property Trade-Ins (all media storage devices must be cleared by Information Technology Security prior to trade-in)

1. All requests for property trade-in must be submitted to Property Control on a Property Trade-In Form signed by the Department's Accountable Officer, and Information Technology Security (if media storage devices), with a copy to Purchasing Services, Information provided will include: Description (including serial number if any), tag number, date acquired, original cost, location, condition, original Purchase Order number.
2. Purchasing Services will evaluate and handle trade-in with vendors.
3. University identification numbers (tags) must be removed from the property before it is shipped to the vendor.
4. The Property Survey Board and CFO/VP of Finance shall approve all trade-ins before deletion from the Property Master File.

F. Cannibalization (all media storage devices must be cleared by Information Technology Security prior to cannibalization)

1. University departments shall request permission to cannibalize any item and must notify Property Control by submitting a Cannibalization Request Form signed by the department's Accountable Officer prior to cannibalizing Accountable Property. Principal Investigators (PI) should refer to Section VIII

- for additional guidelines for contract and grants accountable property. The description of the property, its current condition and the reasons for cannibalization shall be provided. Also, required is the Property identification number (tag), department's account number, item's location, and contact name.
2. If approved for cannibalization and the property is a media storage device, the Property Manager will sign the form and forward the form to Information Technology Security. Once the form is signed by Information Technology Security, it will be returned to the department. If the property is not a media storage device, the form will be returned directly to the department. The department will be responsible for removing the property tag and returning the tag with a copy of the form to Property Control.
 3. If the initial request for cannibalization is denied, the Property Manager may, in writing, request additional information. Reasons for denial may include the determination that the property is still useful in its present state or it has value as a trade-in.
 4. The Property Survey Board and CFO/VP of Finance shall approve all cannibalizations before deletion from the Property Master File.

G. Replacement of Stolen Property

1. The University is not insured for theft - only fire insurance coverage is provided. The University, as a state agency, is self insured; the cost of equipment replacement will be the department's responsibility. You may contact the University's Environmental Health & Safety office for more information on insurance matters.

H. Off Campus Use

1. Property may be used off campus only if such use will further the Mission of the University. Such removal shall be authorized by the Department's Accountable Officer and an Off Campus Form shall be furnished to Property Control for accountability. Continuation of property off campus over one year requires approval from the accountable officer. Failure to renew off-campus form may result in permission for off campus use being revoked. Property Control shall be notified when off campus property is returned to campus.
2. University personnel using state property off campus shall be informed as to the measures to be taken when an item in their custody is lost or stolen, otherwise they may be held personally liable (see statement on Off Campus Form). They may use their personal copy of the Off Campus form as their receipt of permission to remove property from campus.
If property is lost or stolen:
 - a. Notify the University's Public Safety Office or the appropriate law enforcement agency.
 - b. The user of the property shall send a memorandum of the theft and a copy of the police report to the Accountable Officer charged with the property.
 - c. The Department's Accountable Officer shall report the loss to Property Control, along with the copy of the police report, including the statement of the person sustaining the loss.

I. Property Notices

1. Classrooms, laboratories, storerooms and other areas where property is kept shall be secured and have notices posted in a prominent location - warning of the consequences of stealing State property.

J. Surplus Property

1. The Department's Accountable Officer may request, in writing, that property in their department be declared surplus because it is obsolete, inoperative, unserviceable, and that the continued use is uneconomical or inefficient, or serves no useful function to their department's activity. Principal Investigators (PI) should refer to Ch. VIII of this manual for surplus of contract and grants property.
2. If any of the reasons stated in Section J.1. above apply, the Department's Accountable Officer shall complete a REQUEST FOR SURPLUS/PICK-UP OF EQUIPMENT Form. The item(s) will be moved by Campus Services to the Surplus Warehouse (W-7) for storage. Property item(s) will be removed from the Department's Property Record and transferred to the Surplus Account pending Survey Board and CFO/VP of Finance approval for final disposition. All accountable property shall have Property tag numbers removed prior to final disposition. (BOG Regulation 9.0031) Disposition of Property and (Ch. 6C8-8.007) Florida Administrative Code.
3. Property Control may dispose of property certified as surplus by:
 - a. Selling or transferring the property to any other governmental entity;
 - b. Selling or donating the property to any private nonprofit agency;
 - c. Selling the property through a sale open to the public; or
 - d. Entering into contractual agreements with other entities, included, but not limited to, other governmental agencies or other vendors, which facilitate the final disposition of the property. Such agreement may include, but are not limited to, the leasing of storage space or arrangement for the disposal of scrap property.
 - e. Property Control will hold auctions as long as it is cost effective.

VI. Property Inventories

A yearly inventory of all University's Accountable Property shall be conducted by Property Control. The Department Inventory Record lists all the Accountable Property assigned to each department. It includes the following information for each item: Tag Number, Description, Department Number or Project, Building and Room Number where the item is located, Purchase Order Number, Cost, and Date Acquired. This report is available through the asset management module of the University's financial systems.

- A. The University's Controller's office shall maintain an accurate current listing of all Department and Project (PIs) Accountable Officers.
- B. Departments shall grant access to Property Control personnel to conduct the annual inventory. If a department has special needs, such as security in sensitive areas, arrangements with the Department's Accountable Officer will be made to schedule access to those areas.
- C. Unscheduled inventory verifications may be made by an Internal, State, or Federal Auditor and Property Control. The inventory may be of the total listing or a spot check of a certain category of equipment, such as computers, microscopes, cameras, etc. It is the accountable officer's responsibility to locate the property requested by the auditors and/or Property Control.

VII. Property Survey Board

A. Purpose – To establish a standard practice for the reviewing, interpreting and recommending to the CFO/VP of Finance, the disposition of all Report of Survey Forms submitted by Property Control.

B. Policy

1. The Property Survey Board (Board) shall review, interpret and recommend to the CFO/VP of Finance, the disposition of all "Report of Survey" items submitted by Property Control.
2. The Board is responsible to the CFO/VP of Finance for the execution of all duties as described herein. The Board is responsible for the lawful application of regulations and statutes.

C. Scope

1. Membership

- a. The University President will appoint the members of the Board.
- b. The Board will consist of seven members from the University community, one from each of the four areas listed below plus three ex-officio members.
 - A&P Representative
 - USPS Representative
 - Faculty Representative
 - Student RepresentativeThe CFO/VP for Finance will recommend a nominee from each group and submit the names to the University President for approval.
- c. The three permanent ex-officio officers are: Public Safety Investigator, Assistant Controller, Controllers Office and Sr. Property Manager
- d. The Senior Property Manager will act as Secretary of the Board.
- e. All members of the Board including ex-officio officers, with the exception of the Senior Property Manager, will have voting power.

2. Meetings

- a. The Senior Property Manager will call meetings of the Property Survey Board as often as deemed necessary, but not less than once a year.

3. Reports

- a. The Property Survey Board will receive, review and recommend to the CFO/VO of Finance action on Reports of Survey which are submitted by the Property Manager.
- b. The Vice President of Business and Finance will forward the approved "Report of Surveys" to the Senior Property Manager for disposition.

D. Action

1. The Senior Property Manager will submit to the Board, "Reports of Survey" initiated by the Department's Accountable Officers requesting relief of accountability for items lost, stolen, missing on inventory for more than two years, scrap, cannibalizations and trade-in.
2. The Board will review the requests and recommend any justified release from accountability. When loss or damage has been determined as having been caused by gross negligence or lack of due care, the Board may recommend corrective action.
3. In case of loss or damage to property that is covered by private insurance, such as; articles taken off campus and stolen from cars or homes, a memo

stating these facts shall have a local police report substantiating evidence of loss as well as the name of the insurance company having coverage. Claims that are reimbursed will be credited to the University's department.

E. Secretary of Board (Senior Property Manager) - Duties

1. Record documents received from the departments, Public Safety, State agencies and all documents from outside sources pertaining to survey property. Review and list each "Report of Survey" and all back up documentation prior to submission to Survey Board for recommendation.
2. Submit a list of Report of Survey cases under consideration to the Board.
3. Maintain a file of all pending and approved Report of Survey Forms (this includes all support documentation).
4. Schedule Survey Board meetings as necessary.
5. Maintain a file of all meeting minutes, reports and recommendations of the Board.
6. Submit Survey Board approved Report of Survey Forms to the CFO/VP of Finance for approval with the following information:
 - a. Total Dollars to be approved for survey. Reports should indicate reason for surveyed amounts.
 - b. Total cost recommended to be disapproved with appropriate supporting documents.

VIII. Federal Contracts and Grants – Equipment Management

A. Definition of “Equipment” for Sponsored Projects Pursuant to OMB Circular A-110 Subpart A, section 2(l), “equipment” for purposes of this section VIII of the Property Control Manual relative to federally sponsored projects means “tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.” The acquisition cost for Florida International University is set at \$5,000. This threshold applies to federal, state and privately funded awards. Any purchase of tangible items not meeting the definition of “equipment” as set forth above for each sponsor type is considered “supplies” and need not be processed pursuant to this Section VIII of the Property Manual.

B. Title to Equipment

1. Equipment purchased with non-federal funds. Title to equipment purchased with non-federal funds for a sponsored project shall vest according to the sponsor guidelines or award document. For State of Florida awards, title shall vest with the recipient, Florida International University, upon acquisition.
2. Equipment purchased with federal funds. Pursuant to OMB Circular A-110 Section 34(a), “title to equipment acquired by a recipient with federal funds shall vest in the recipient” subject to the conditions in OMB Circular A-110. However, particular sponsor guidelines or the award documentation itself may provide that title shall vest in the federal government, in which case such guidelines or award documentation shall prevail and the equipment shall be handled as owned by the federal government.
3. Equipment Provided by Federal Government. Pursuant to OMB Circular A-110 Section 33, title to federally-owned property provided to FIU remains vested in the Federal Government.

C. Tagging and Tracking Equipment Purchased with Federal Funds or Provided by the Federal Government

1. Upon receipt of federally-owned equipment at FIU, Property Control shall affix a serially numbered decal on such equipment identifying ownership of the equipment in the federal government. There are instances, however, in which PIs receive equipment directly which do not go through Central Receiving. Property Control will send to the department the appropriate decal(s) and will request certification from the department that the equipment has been tagged as required by federal and state law. In those instances in which the equipment is remotely located, it shall be the ultimate responsibility of the PI to ensure that he or she tags the equipment as required by law.
2. Pursuant to the requirements of OMB Circular A-110, Subpart B, Section 34, regardless of whether title to the equipment vests in the federal government or FIU, FIU Property Control shall maintain a record of all equipment purchased with federal funds or received from the federal government, which shall include the following information:
 - (i) A description of the equipment.
 - (ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
 - (iii) Source of the equipment, including the award number.
 - (iv) Whether title vests in the recipient or the Federal Government.

- (v) Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.
 - (vi) Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).
 - (vii) Location of the equipment and the date the information was reported.
 - (viii) Unit acquisition cost.
 - (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share.
3. Property Provided by Federal Government to FIU. In accordance with the requirements of OMB Circular A-110 Subpart B, Section 33, OSRA shall submit annually an inventory listing of federally-owned property in FIU's custody to the Federal awarding agency.
 4. Property Purchased with Federal Sponsor Funds where ownership is vested in FIU. In accordance with the requirements of OMB Circular A-110 Subpart B, Section 34, Property Control shall take a physical inventory of equipment purchased with federal funds, but owned by FIU, and reconcile results of that inventory with FIU equipment records at least once every two years. Property Control shall notify the principal investigator, department and dean or center director of any differences between quantities determined by the physical inspection and those shown in the accounting records. The principal investigator, department and dean or center director shall conduct an investigation with the assistance of Property Control in order to determine the causes of the difference. The PI shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
- D. Tagging and Tracking Equipment Purchased with Non-Federal Funds Equipment purchased with non-federal funds, including equipment purchased with State of Florida funds, shall be processed in accordance with the provisions set forth in this Property Manual for equipment purchased by FIU, unless the sponsor guidelines or award document contains other requirements that may derive from the nature of the equipment or other specific tagging and tracking needs. In such rare cases of specific tagging or tracking needs, the PI will be the person with most knowledge regarding these requirements. The PI must inform OSRA and Property Control of the specific tagging and tracking requirements. It shall be the ultimate responsibility of the PI to follow up on these specific requirements with the assistance of OSRA (Office of Sponsored Research Administration) and Property Control, as needed.
- E. Loss Prevention for Equipment Purchased or Provided for a Sponsored Project
1. As stated in Section V – chapter G. of the FIU Property Manual, FIU is self-insured and is not insured for theft on equipment, only fire coverage is provided. The cost of equipment replacement will be PI's department's/center's responsibility. However, additional insurance may be purchased for specific equipment and such purchase is handled through EH&S. The PI should therefore contact EH&S for insurance quotes and purchase.
 2. In the event that there is theft, loss or damage (other than normal wear and tear) to any equipment purchased with federal funds, the PI must promptly

advise Public Safety or appropriate law enforcement personnel (for property located outside of the University campuses), the Environmental Health and Safety and Risk Management Services (EH&S) and OSRA Post-Award. If equipment is stolen, lost or damaged, the PI and his/her chair must sign the appropriate Property Control form and forward a copy of this form to OSRA Post-Award. OSRA, in turn, shall forward the approved form to Property Control. The PI shall cooperate in any investigation conducted by law enforcement and/or EH&S regarding the loss, damage or theft of equipment. If the equipment was owned by the Federal Government, OSRA Post-Award shall promptly notify the Federal awarding agency.

F. Principal Investigator's Responsibilities and Duties Regarding Equipment on Sponsored Accounts The Principal Investigator is the accountable and responsible officer of record for inventory control and maintenance of grant equipment. The PI is responsible for:

1. Before purchasing any permanent equipment, the PI should check with the Property Control Surplus Warehouse and other departments that are conducting similar type of research to ensure that the equipment needed for the project is not already reasonably available and appropriate for the proposed use within the University.
2. For equipment that is not routed through Central Receiving, advising Property Control of the receipt of equipment purchased with federal funds or provided by the Federal government so that Property Control may tag and inventory the equipment as required by this Manual.
3. Ensuring that equipment in his/her control or custody is properly tagged.
4. Maintaining a historical file of the sponsored project which must be available for audit by the Government Property Administrator containing:
 - a. A copy of the Contract or Grant and all supplements.
 - b. All copy of shipping documents covering equipment acquired from or supplied by the U.S. Government.
 - c. Copies of all papers pertinent to conversion, major repairs, modification, loss or damage, and other conditions of all government equipment acquired through the contract or grant.
5. Ensuring that adequate maintenance procedures are implemented to keep the equipment in good condition.
6. Promptly informing EH&S, Property Control Department and OSRA Post-Award of the occurrence of any loss, damage or theft of any equipment purchased with federal funds or provided to FIU by the federal government.
7. Promptly advising Property Control and obtaining prior approval from Property Control, as necessary, for any of the following:
 - a. Government equipment is to be shipped outside of FIU. The PI shall maintain a copy of the transfer or shipping document and notice of authority for shipment from Property Control in the sponsored project file.
 - b. Equipment is to be cannibalized. No equipment purchased on a sponsored project account may be moved, transferred or cannibalized without first informing Property Control and obtaining approval for such according to Property Control policies and procedures. Additionally, the PI must obtain the approval of his/her supervisor before any equipment is moved from one location on University campus to another location on University campus. If

the equipment is to be moved outside of the University, transferred or cannibalized, the PI must first obtain the written approval of his/her chair and the Vice President for Research. In addition, the approved form must be submitted to Property Control before the move, transfer or cannibalization takes place.

8. Upon termination of the contract or grant, reconciling the inventory listing for the equipment against the physical inventory of the equipment.
9. Upon termination of the contract or grant, advising Property Control and OSRA Post-Award of any equipment purchased with federal funds or provided by the Federal government, the location and condition of such equipment and whether the equipment is owned by FIU or the Federal Government.

G. Additional OMB Circular A-110 Requirements for Equipment Purchased with Federal Funds or Provided by the Federal Government. The PI should ensure that the following OMB Circular A-110, Subpart C.34 requirements are followed:

1. The recipient [FIU] shall not use equipment acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute, for as long as the Federal Government retains an interest in the equipment.
2. The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and shall not encumber the property without approval of the Federal awarding agency. When no longer needed for the original project or program, the recipient shall use the equipment in connection with its other federally-sponsored activities, in the following order of priority: (i) activities sponsored by the Federal awarding agency which funded the original project, then (ii) activities sponsored by other Federal awarding agencies.
3. During the time that equipment is used on the project or program for which it was acquired, the recipient shall make it available for use on other projects or programs if such other use will not interfere with the work on the project or program for which the equipment was originally acquired. First preference for such other use shall be given to other projects or programs sponsored by the Federal awarding agency that financed the equipment; second preference shall be given to projects or programs sponsored by other Federal awarding agencies. If the equipment is owned by the Federal Government, use on other activities not sponsored by the Federal Government shall be permissible if authorized by the Federal awarding agency. User charges shall be treated as program income.

H. Disposition of Equipment upon Project Completion

1. For property provided by the Federal government to FIU, OMB Circular A-110 part 33 provides that upon completion of the award or when the property is no longer needed, FIU shall report the property to the Federal awarding agency for further Federal agency utilization. If the Federal awarding agency has no further need for the property, it shall be declared excess and reported to the General Services Administration, unless the Federal awarding agency has statutory authority to dispose of the property by alternative methods.

Appropriate instructions shall be issued to the recipient by the Federal awarding agency.

2. Upon project completion, equipment purchased with federal funds where title vests in the federal government shall be returned to the federal government unless permission is given by the sponsor, in writing, for alternate disposition of the equipment. The PI should contact OSRA Post-Award for a determination of how the equipment will be processed upon completion of the project. OSRA shall, in writing, notify Property Control of the disposition of this property.
3. Upon project completion, disposition of equipment purchased with federal funds where title vests in FIU (except as provided in subsection G.2 above, where the equipment will be used on other federally sponsored projects at FIU) shall be in accordance with OMB Circular A-110, Subpart C.34, which provides, in pertinent part:

When the recipient [FIU] no longer needs the equipment, the equipment may be used for other activities in accordance with the following standards. For equipment with a current per unit fair market value of \$5,000 or more, the recipient may retain the equipment for other uses provided that compensation is made to the original Federal awarding agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. If the recipient has no need for the equipment, the recipient shall request disposition instructions from the Federal awarding agency. The Federal awarding agency shall determine whether the equipment can be used to meet the agency's requirements. If no requirement exists within that agency, the availability of the equipment shall be reported to the General Services Administration by the Federal awarding agency to determine whether a requirement for the equipment exists in other Federal agencies. The Federal awarding agency shall issue instructions to the recipient no later than 120 calendar days after the recipient's request and the following procedures shall govern.

- a. If so instructed or if disposition instructions are not issued within 120 calendar days after the recipient's request, the recipient shall sell the equipment and reimburse the Federal awarding agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the recipient shall be permitted to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for the recipient's selling and handling expenses.
- b. If the recipient is instructed to ship the equipment elsewhere, the recipient shall be reimbursed by the Federal Government by an amount which is computed by applying the percentage of the recipient's participation in the cost of the original project or program to the current fair market value of the equipment, plus any reasonable shipping or interim storage costs incurred.
- c. If the recipient is instructed to otherwise dispose of the equipment, the recipient shall be reimbursed by the Federal awarding agency for such costs incurred in its disposition.

- d. The Federal awarding agency may reserve the right to transfer the title to the Federal Government or to a third party named by the Federal Government when such third party is otherwise eligible under existing statutes. Such transfer shall be subject to the following standards.
 - i. The equipment shall be appropriately identified in the award or otherwise made known to the recipient in writing.
 - ii. The Federal awarding agency shall issue disposition instructions within 120 calendar days after receipt of a final inventory. The final inventory shall list all equipment acquired with grant funds and federally-owned equipment. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar day period, the recipient shall apply the standards of this section, as appropriate.
 - iii. When the Federal awarding agency exercises its right to take title, the equipment shall be subject to the provisions for federally-owned equipment.

IX. Protection of University Property

A. The University issues special equipment to individual staff members for use in their particular activity such as firearms, pagers, cellular phones, and two way radios. Since it would be impractical to return this equipment to the Department daily - it is essential for inventory purposes - that the custody receipt identifying employee charged with the item - be maintained in the respective departments. Personnel leaving University employment whom have been issued special equipment, must have their custody receipt cleared upon return of the accountable and non-accountable equipment to the department. Failure to return property may subject their final paycheck to be withheld, pending a satisfactory explanation.

POLICY REFERENCES

Florida Board of Governors Regulations 9.001, 9.002, 9.003, 9.0031, 9.061
Florida Administrative Code - Chapters 6C8-8
OMB Circular A -110