

---

**SUBJECT: ACCOUNTABILITY FOR NON CAPITAL EQUIPMENT**

---

1. Purpose & Scope
  1. To establish College policy for accountability of noncapital equipment for which departments, units, and colleges are responsible.
2. Definitions
  1. Noncapital Equipment - Equipment containing digital circuitry having an acquisition cost or donated value of greater than or equal to \$399.00, but less than the \$5,000 capital threshold, and with a useful life in excess of one year. Examples include, but are not limited to, photographic equipment, computers, printers, scanners, etc. The lower end of this range can be adjusted as needed, as costs change.
  2. Property - For the purposes of this policy, “property” and “equipment” may be used interchangeably. Property is tangible and moveable. Items that are not capitalized (not recorded as assets) still need to be tracked and inventoried for insurance purposes and as part of a systematic plan to follow good business practices. Noncapital equipment might include furniture, computers, cameras, projectors, etc.
  3. Insurable equipment - This term was used extensively in prior procedures and guidelines as being synonymous with the term “noncapital equipment” as described above. In fact, all property and equipment with an original value of \$399.00 and greater is insurable - both capital and noncapital.
  4. Excess College Property - College property that is unusable or no longer required by the College.
  5. College Funds - Funds administered by the College without regard to source of such funds (excludes Agency Funds).
  6. Fair Market Value - The price that property would sell for on the open market. For equipment donated to the College, this value may need to be determined by an independent party to the transaction.
  7. Biennial Inventory - A physical verification of noncapital equipment conducted by the department or unit every two years.
3. Policy
  1. Accountability for Noncapital Equipment
    1. It is the responsibility of each department or unit which acquires, holds, or disposes of noncapital equipment to ensure that such property is:
      1. Properly recorded when acquired
      2. Properly inventoried and safeguarded
      3. Properly reported at time of disposal
    2. Dollar thresholds are established for verification purposes and overall efficiency of operations in accordance with the Definitions above. This is not to imply that departments and units not also be diligent in safeguarding items that fall below the dollar threshold - especially where such items contain sensitive, proprietary or personal identification information.

3. When the purchase of noncapital equipment has been recorded in the financial system, the department will attach the appropriate inventory tag (where feasible) to the equipment and maintain records of the location and other pertinent information within the department.
  4. It is the responsibility of each employee to properly maintain College equipment which has been entrusted to him or her.
  5. It is the responsibility of the College leadership to ensure that College property is utilized as it was intended when purchased.
  6. Equipment donated to the College will be recorded at its fair market value at the time of donation.
4. Disposal or Transfer of Noncapital Equipment
1. It is the policy of the College to dispose of excess College property in a manner that will maximize the return or benefit to the College, consistent with laws governing state and federal property. Before property is disposed of the Department or unit must inquire as to proper disposal procedures.
  2. College property may be transferred from one College department to another, with the agreement of both departments.
  3. Before disposing of equipment containing data storage devices, the department or unit must inquire as to whether the device should be retained for legal purposes and if not must have those devices destroyed according to procedures established to prevent the improper access to stored information.
  4. The disposal or transfer process is facilitated by use of the Retirement/Transfer Form. The form is used to transfer property from one department to another; and is also used to retire property from a department's inventory records.
5. Off-Campus Use of Equipment
1. Prior written approval of the cognizant department head must be obtained for off-campus use of College or government owned property. Approval documents must identify the specific off-campus location, the College property description or serial number, the individual responsible for the equipment, and the purpose of off-campus use. Completed approval documents must be kept on file with the department. This process is facilitated by use of the Off Campus Authorization Form.
  2. An individual who removes property from its campus location without proper authorization is responsible for replacing such property if it is lost, stolen or damaged.
6. Security and Losses
1. The head of the cognizant department and the Account Executive or Principal Investigator are responsible for the physical security,

**Deleted:** College property may be transferred to another institution only if the College has no need for the equipment, the new institution agrees to purchase the equipment at a fair market value (established by College Surplus and Salvage), and the approval of the cognizant vice president over the department transferring the equipment is obtained.

**Formatted:** Indent: Left: 1.5", No bullets or numbering

**Deleted:** E

**Deleted:** for that purpose

maintenance, and utilization of property in their custody. Special precautions must be taken to safeguard equipment containing data and equipment with a high-risk for theft.

2. Loss, theft or destruction of College or government owned property must be reported within twenty-four hours of discovery to the Risk and Insurance Services Office and appropriate law enforcement.
7. Verification of Inventory Records
  1. Departments will maintain inventory records on noncapital equipment and conduct a biennial inventory on such equipment. Noncapital equipment must be inventoried if the item is less than five years old and any of the following apply:
    1. Items are highly portable
    2. Items contain sensitive or confidential data
    3. Items have a high probability for theft or misappropriation
  2. During the physical inventory, the department will verify the existence, condition and location of each item of noncapital equipment item in their possession that meets the criteria described above.
  3. Departments will not be relieved of accountability for property that cannot be located without diligent efforts to locate such equipment.
  4. The verification process is facilitated by use of the Noncapital Inventory Form.
8. Procedures, and Forms
  1. Procedure
    1. [Completing Biennial Noncapital Equipment Inventory Instructions](#)
  2. Forms
    1. [Retirement/Transfer Form](#)
    2. [Non-Capital Inventory Form](#)
    3. [Off Campus Authorization Form](#)