



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.20.02.02 (2020) ASSET AND INVENTORY MANAGEMENT

Policy Title: Asset and Inventory Management

Policy Type: Administration

Policy Number: AMC Policy #03.20.02.02 (2020)

Legal Authority:

State Board Policy:

Approval Date: May 7, 2020

Responsible Office: Office of Fiscal Affairs

Responsible Executive: Vice President of Fiscal Affairs

Applies to: College Community

POLICY STATEMENT:

For the purpose of inventory management, an item is defined as equipment if it meets all the following criteria:

1. It retains its original shape and appearance in use.
2. It is non-expendable. This means that if the asset is damaged, or some of its parts are lost or worn out, it is usually more economical to repair it than to replace it with an entirely new unit.
3. It represents a large enough investment of money to make it economically profitable to account for and inventory.
4. It does not lose its identity through incorporation into a different or more complex unit or configuration.

Examples of such equipment include network switches, servers, office desks, and milling machines.

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DEFINITIONS

Capitalized Equipment - Equipment with a value of \$5,000 or more is considered capital equipment. Capitalized equipment shall be marked with an inventory identification tag, either as an individual piece of equipment or on a lot assignment basis, and shall be accounted for by tag number, description, location, and cost. It shall also be accounted for and depreciated in the college’s financial statements according to current accounting requirements. All of the capital equipment (100%) will be physically inventoried annually prior to the end of the fiscal year.

Non-Capitalized Equipment - Equipment with a value of less than \$5,000.00 and more than \$2,500 is considered non-capitalized equipment. Non-capitalized equipment shall be marked with an inventory identification tag and shall be accounted for by tag number, description, location, and cost. All non-capitalized equipment (100%) will be physically inventoried annually prior to the end of the fiscal year.

Expendable Equipment – Equipment valued less than \$2,500 is considered expendable. Expendable equipment will only be marked with an inventory identification tag or tag when the college is required by federal or state grant requirements to track assets or the Cabinet member overseeing the asset determines it is in the best interest of the college to track the item. Expendable equipment that is marked with an inventory identification tag will be included in the random sample inventory of non-capitalized equipment.

RESPONSIBILITIES

General Responsibilities

1. Institutional users are responsible for the control, proper use, maintenance, and security of institutional property and equipment. Fiduciary responsibility initially rests with the Cabinet members. Cabinet members may delegate this responsibility in writing to directors, deans and department heads. Directors, deans, and department heads may further delegate this responsibility in writing to inventory custodians responsible for specific areas or items. Cabinet members will forward a current list of the designated inventory custodians to the college's Inventory Coordinator in July of each year and will notify the Inventory Coordinator when there are changes to the list.
2. Each inventory custodian, individual user, and unit supervisor is responsible for and has an obligation to protect institutional equipment. Loss or theft of equipment due to

neglect or poor control procedures within departments, general areas, or individual offices may require reimbursement to the college. The circumstances surrounding the loss and an evaluation of the investigation report will determine potential liability. The responsible Cabinet member will make the final determination of liability in such instances.

Cabinet members will notify the Inventory Coordinator of any interim inventories that may be required before an inventory custodian moves to another position or leaves the college, allowing sufficient time to schedule and conduct the inventory.

Inventory Coordinator

1. Receive all incoming equipment shipments, except for vendor on-site installations, at the college's central receiving area. When equipment arrives, receive and accept all equipment. Post items received in the college's integrated computer software system.
2. Assign and affix state inventory identification tags to capital, non-capital, and pilferable equipment as classified by federal, state, and State Board for Technical and Comprehensive Education requirements. If a tag cannot be attached, write the tag number on the equipment with a permanent marker or appropriate tool. Note in the permanent equipment file why the tag could not be applied to the equipment.
3. Maintain the centralized computerized inventory system for all college equipment including the preparation of necessary paperwork.
4. Update the college's inventory system when equipment is relocated within the institution, but only after the departmental inventory custodian has completed the appropriate form and obtained all the necessary signatures. Maintain a copy of the completed form for five years.
5. Prepare Reports of Survey (ROS) for equipment lost, stolen, damaged, cannibalized, or destroyed when notified by the Public Safety department or departmental designee.
6. Prepare Reports of Survey (ROS) for equipment replaced by or returned to a vendor. Update the college's asset and inventory management system with the serial number, model number, and/or useful life information when the College replaces equipment.
7. Conduct random inventory spot checks to verify accuracy.
8. Distribute annual inventory list to Cabinet members, deans, directors, and designated personnel.
9. Prior to the end of the fiscal year, conduct inventories of capitalized and non-capitalized equipment as required in the Definitions and Requirements section above. Document the

location of all equipment. Keep the results of each review in the asset and inventory files. After taking inventory, sends a list of "not found" equipment to designated personnel for review. Then report the inventory status and send copies of the "not found" lists to Cabinet members, the President, and the Vice President for Fiscal Affairs.

10. Record equipment transfers and loans to college employees and outside entities.
11. Conduct interim inventories as required before an employee moves to another position or leaves the college.
12. Conduct spot inventories as may be necessary for federal, state, or other agency audits.
13. Conduct investigations regarding the college's inventory as deemed appropriate by the President or the Vice President for Fiscal Affairs.

Public Safety Department

1. Conduct investigations regarding the college's inventory as deemed appropriate by the President or the Vice President for Fiscal Affairs.

CONTACT(S)

The Vice President of Fiscal Affairs officially interprets this policy. Additionally, the Vice President of Fiscal Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Fiscal Affairs.

STAKEHOLDER(S)

College community; more specifically, students and faculty

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: May 7, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are forms associated with this policy. See below.



DENMARK TECHNICAL COLLEGE EQUIPMENT LOAN FORM

The Borrower agrees to be responsible for and to return the item described below in like condition by the return date. This item is lent with the understanding that it is to be used for the Executive Vice President/Vice President/Designee for your division. The equipment will be located at the address listed below.

Borrower:	
Address:	
Return Date (not to exceed 1 year):	Department:
State ID #:	Serial #:
Description:	Condition

In accordance with procedure _____ equipment loaned over 30 days requires the approval of the Executive Vice President/Vice President/Designee. The loan is not valid and the equipment must remain at the college until all signatures are obtained.

Signature of Borrower **Date**

Signature of Department Head **Date**

Signature of Executive Vice President/Vice President/Designee **Date**

In accordance with procedure ____ documentation for an item on loan must be established at least annually.

Return form to Inventory Coordinator, after all signatures have been obtained. The Inventory Coordinator will send a copy to the borrower as a pass to authorize removal.

The above item has been returned in like condition on this date.

Department Head or Designee **Date**

DENMARK TECHNICAL COLLEGE INVENTORY TRANSFER FORM

SUBMITTED BY: _____ EXT: _____ MOVE

DATE: _____

Releasing Department: _____ Custodian: _____

Releasing Department Head Signature: _____

Receiving Department: _____ Equipment Coordinator: _____

Receiving Department Head Signature: _____

Type of Request

_____ *Surplus Turn In* _____ *Archive Storage* _____ *IRM Relocation* _____ *Inventory Transfer*

_____ *Dept. Relocation* _____ *Already Moved*

Item	State ID No.	Description	Parent Location			Future Location		
			Campus	Bldg.	Room	Campus	Bldg.	Room
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Comments:

Property Releasing Signature

Property Picked Up By

MIL Use Only

_____ Scanned _____ Keyed _____ Other Dept. Number _____

Completed By: _____ Date: _____

Relocation Coordinator Signature _____ Date: _____