# Ball State University

Department: Inventory Control and Moving and Storage
Policy: Overall Departmental Responsibilities
Policy PUR300

## **General Policy**

The purpose of this policy is to define the office of Inventory Control and Moving (ICM), summarize the responsibilities associated herein and provide a glossary of terms associated with this Department's responsibility.

#### I. Definition of General Terms.

- A. Moveable Equipment (also referred to as: assets, tagged assets)
  - 1. Moveable equipment shall include items having the following characteristics:
    - i. A cost or real value greater then \$500.00 and expected life of at least one year.
    - ii. Because of construction, can be free-standing and/or moveable.
    - iii. Is not joined permanently to the structure.
    - iv. Is not a repair part or replacement of a component of a larger unit.
    - v. Does not lose shape or identity and become "material" upon detachment or removal from its original location.
      - NOTE: Shelving which can be dismantled and reassembled into smaller or larger units shall be considered as becoming "material" and is not to be capitalized or inventoried.
  - 2. Examples of items not considered moveable equipment are as follows:
    - Air conditioners attached to water systems
    - Books
    - Carpeting
    - Drapes Blinds
    - Glass
    - Records Tapes Films
    - Supply items, etc.
  - 3. When the University assumes ownership of an asset, ICM will affix a tag to the moveable equipment with the title "Property of Ball State University". The tag will also contain a unique number that will be associated with the asset. Assets are physically tagged and maintained in the FRS system in two categories: (PUR 330)
    - i. Tracking purpose only for assets valued at \$500 to \$4999
    - ii. Capitalize asset having a value greater than \$5000.
- B. <u>Capital Equipment</u> -- Defined as moveable equipment which has an acquisition cost of \$5,000 or more and a useful life of more than one year, whether purchased outright, acquired through a capital lease or through donation. It also includes certain constructed or fabricated items and certain component parts. It does not include real property (land), software or library holdings.

- C. <u>Surplus and Excess</u> -- Excess property is defined as items of University owned equipment or goods that are no longer of use to the custodian or campus office. This can include both capitalized assets (those with inventory control tags), tagged assets that are tracked and assets with no inventory control tag.
- D. <u>Custodian</u> Deans and Department heads that are responsible for the moveable equipment used within their areas. Each custodian is responsible for maintaining and securing of such equipment which is placed in their care.
- E. <u>Form B-450</u> –This form is used to record and track all instances of acquisition, transfer, custodial reassignment, surplus or disposal of moveable equipment. This form must be signed signifying approval by the Manager of ICM before any action against an asset can take place. The form is available through the Inventory Control web page.

## **II. ICM** is responsible for the following functions:

- A. Physical control of and accountability for moveable equipment when it becomes the legal titled property of Ball State University. ICM tracks when the equipment is:
  - 1. Acquired by the University. (PUR 330)
  - 2. Transferred to another physical location within the University. (PUR331)
  - 3. Transferred to a new custodian. (PUR331)
  - 4. No longer of value to the University and becomes excess. (PUR310)
  - 5. Traded in. (PUR320)
  - 6. Lost or stolen. (PUR327)
  - 7. Loaned out to a non-University party. ((PUR325)
- B. Inventory Control performs the following functions as it pertains to moveable equipment:
  - 1. Records the acquisition of equipment becoming property of the University through the one of the following means: PUR 330
    - i. Procurement process
    - ii. Gifts to the University
    - iii. Loaned to the University
    - iv. Constructed or assembled by University Personnel
    - v. Government surplus/excess acquired by BSU.
  - 2. Creates, maintains and updates a permanent record and tracks of all equipment owned by the University valued \$500 \$4999.
  - 3. Creates, maintains and updates a permanent record, tracks, and Capitalizes equipment valued at greater then \$5000.
  - 4. Assigns a unique inventory number, locates and applies such inventory numbered tag to each individual item of capital equipment acquired. This number is recorded in the FRS system and acts as a permanent reference number for that equipment.
  - 5. Assigns and updates University custodians (responsible person) for care and security of moveable inventory.

- 6. Authorizes and records the disposal of moveable equipment. Adjusts inventory records for the disposal of the equipment as authorized by supporting documents. The methods of disposal and the policies outlining such disposal are:
  - i.  $\underline{\text{Trade-in}} (\underline{\text{PUR320}})$
  - ii. Transfers (PUR331)
  - iii. Surplus/Excess (PUR310)
  - iv. Lost or Stolen (PUR327)
- 7. Administers annual fixed assets physical inventory of all capitalized equipment for the University. (PUR345)
- 8. Stores, maintains and recycles back to campus items of excess that still have a useful value to the University.
- 9. Initiates and supervises proper disposal of surplus that no longer has use to the University.
- C. Moving and Storage provides the following service. PUR340
  - 1. Physically moves items of large volume and/or quantity for Ball State University departments.
  - 2. Provides and performs delivery and pick up of tables, chairs, podiums, coat racks, etc. on loan to University departments for special events.
  - 3. Provides temporary storage of supplies and equipment for departments in the University.

#### III. Associated Policies and Procedures:

- Equipment acquisitions Policy PUR 330
- Surplus and Excess Policy <u>PUR310</u>
- Trade in of moveable equipment Policy PUR320
- Loan of moveable equipment Policy PUR325
- Lost or stolen moveable equipment Policy <u>PUR327</u>

## IV. Responsibility

Responsibility for the functions described in this policy is granted to the Director of Purchasing, Central Stores, Inventory Control and Moving by the Associate Vice-President, Finance and Assistant Treasurer of Ball State University. Functions of the above policies and procedures are supervised and carried out by the Manager of Inventory Control and Moving and Storage

Other departments affected:

Purchasing
Finance
Office of the Controller
General Campus Community

Process: <u>Inventory Control and Moving and Storage Overall Departmental Responsibilities</u> (PUR300)