STAR Program Logistics

- STAR Certificate consists of 11 courses. To obtain a certificate, you must complete all 11 courses within two (2) years.
- During this pandemic, the two year period has been extended.
  - Please reach out to training@research.ucsb.edu for any exceptions
- For any STAR Program questions contact:
  - Hilda Vasquez and/or Clarissa Cabrera at training@research.ucsb.edu
- Zoom Classes will not be recorded for this 2022 series.
- Please remember to complete the STAR Evaluation emailed to registered participants via UCLC.
- For questions during the presentation, please use the "chat" feature and post to "everyone."
  - Please do not use the "raise hand" feature.

Office of Research – STAR Class #8

UC SANTA BARBARA

Equipment Management

Post-Award Administration - STAR Class #8

John Pavia
Acting Equipment Manager
Business and Financial Services
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UC **SANTA BARBARA**

Overview

Two UC policies govern the management of University (inventorial) equipment:

1. **[Business & Finance Bulletin BFB-BUS-29, Management and Control of University Equipment](#)** (applies to inventorial equipment only, not other property)

2. **[Business & Finance Bulletin BFB-BUS-38, Disposition of Excess Property and Transfer of University-Owned Property](#)** (applies to all property not just inventorial equipment)

UCSB uses both policies as its local policy and the basis for procedures and internal controls for the management of equipment and other property.

- As of July 5, 2022, there were 11,691 items of active inventorial equipment with an acquisition value of $364,918,042 in the UCSB database.

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Definitions

As defined by the University of California, in Business & Finance Bulletin BUS-29, *Management and Control of University Equipment*:

Inventorial equipment is "non-expendable, tangible, personal property acquired for $5,000 or more, which is freestanding, complete in itself, does not lose its identity or become a component part of another piece of equipment when put into use, and which has a normal life expectancy of more than one year. The capital value of inventorial equipment is the same as its acquisition value."

A **fabrication** is "an item of non-expendable, tangible personal property that: (1) has been physically constructed by a University activity; (2) has a total acquisition cost of $5,000 or more; (3) has a normal life expectancy of more than one year; and (4) is expected to be used by the University upon completion. A product resulting from the simple assembly or connecting of various parts does not qualify as a fabrication."

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Roles and Responsibilities

Equipment Management

1. Maintain the official campus inventorial equipment database (the Asset Management module of PeopleSoft).

2. Review all Gateway requisitions for equipment and fabrication purchases.

3. Assign asset numbers; print and send property tags to departments.

4. Reconcile the value of all equipment recorded in the database against general ledger payments, processing adjustments as necessary.

5. Process acquisitions, value adjustments, transfers, loans and disposals.

6. Ensure that all departments complete a bi-annual physical inventory.

7. Conduct bi-annual statistical samplings of department inventories.

8. Submit the annual campus inventory and custody files to UCOP.

9. Submit all required annual and final property reports to Government and other extramural awarding agencies.

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Roles and Responsibilities

Custodial Department and/or Principal Investigator

1. Affix property tags to all items of equipment as they are received.

2. Update asset records with all serial numbers and other data corrections; record all location changes.

3. Notify Equipment Management of any equipment loaned to the University by an agency or brought to UCSB at no cost by a transferring PI.

4. Respond promptly to all statistical sampling requests; complete and return all physical inventories by the due dates.

5. Process EIMRs to record all loans, transfers, disposals, and moving all excess property to Surplus Sales.

6. Notify Equipment Management well in advance of any PI transfer that includes the transfer of equipment to another institution.

7. Provide Equipment Management with all information requested to complete annual and final agency property reports.

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
Unit value ≥ $5,000	Unit value < $5,000
** Guns – all guns receive asset numbers regardless of value.	However, they are paid on sub 3.
Taxes (Sales, Use, Excise, Duty)	
Shipping Costs	
Installation If billed by vendor (including travel costs, calibration, etc.)	Installation If billed by University (Facilities Management, etc.) – charges such as running water or power lines, structural alterations, etc.

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
Software If not separately priced and/or the equipment will not function without it; if it cannot/will not be transferred to another asset	Software If transferable to another piece of equipment, separately priced on the invoice and value < $5,000: sub 3-8085; if value ≥ $5,000, sub 4-9235.
Warranties and Maintenance Agreements If not separately priced on the invoice, included as part of the value of the inventorial equipment.	Warranties and Maintenance Agreements If separately priced on the invoice, not part of inventorial equipment value: paid on sub 3-7260.
Furniture Stand-alone items of furniture such as conference tables, executive desks, etc. whose unit value ≥ $5,000.	Furniture Modular / Panel-Supported Furniture and Furniture Systems.

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Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
	Infrastructure For example: built-in air conditioners, telecommunications systems, alarm and monitoring systems, modifications to building structure.
Add-Ons Add-on amount, per asset number, ≥ $5,000.	Add-Ons Add-on amount, per asset number, < $5,000.
	Repairs If broken/non-functioning components are replaced with like items (not upgraded), no new value is added and, no matter the cost, charges are to sub 3 and the appropriate object code, for parts or labor (7260).

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Exception to the Add-On Rule

Multiple <u>simultaneous</u> orders from different vendors may be processed to configure one asset – for example, a $3,000 CPU order with a separate $3,000 order for two 30-inch monitors. The orders MUST be placed at same time. The monitors cannot be ordered a month later with a request to assign an asset number retroactively to the computer order.

The preceding exception does not constitute a fabrication. Per BUS-29, *"**A product resulting from simple assembly or connecting of various parts does not qualify as a fabrication."***

Multiple <u>simultaneous</u> orders, each less than but totaling more than $5,000, may also be permitted as an add-on to an existing asset.

If in doubt whether something qualifies as an item of inventorial equipment or an add-on, contact Equipment Management before placing the order.

Title to Equipment

When equipment is acquired under an extramural award, the ORBiT record specifies who holds title:

- Condition Code 24: UC Title
- Condition Code 25: Government (Federal) Title
- Condition Code 26: See award document (State, Other Agency)

It is important to note that when Condition Code 24 appears on a Federal Award, it almost always indicates that UC title is CONDITIONAL, subject to certain conditions.

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Conditional Title

Conditional title means that the university must:

1. Use the equipment for the authorized purposes of the project until funding for the project ceases, or until it is no longer needed for the purposes of the project.*

2. When no longer needed for the original project, equipment may be used in other activities supported by the Government, in the following order:

   a) Activities under another award from the same agency.

   b) Activities under an award from another Federal agency.

*When under the original award, the equipment must be made available for use under other Federal awards and may be used for non-Federal projects (user fees should be considered when appropriate).

When equipment is no longer needed for activities supported by a Federal agency, disposition instructions must be obtained from the agency. This requirement applies even if the award has not yet terminated and research (and funding) is continuing.

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Acquisition of Inventorial Equipment, including information necessary to complete a Gateway requisition

Acquiring Inventorial Equipment

The acquisition of equipment is processed via one of three forms:

1. Purchase Order
2. Equipment Inventory Modification Request (EIMR)
3. Gift Form

By far most acquisitions are via Purchase Order, with a very small percentage occurring via either Gift Form or EIMR.

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Purchase Requisitions and Orders

Purchase Orders are initiated via the UCSB Procurement Gateway. When creating a requisition, provide all required information in the Equipment Management section of the form.

This info may be added at the PO (**preferred**) or Line Item level.

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New Equipment Purchases

1. Click the EDIT button next to the **Equipment Information** subsection of the box and enter:

   a) <u>Inventory Equipment</u>?: Select **Yes** from the drop-down menu
   b) <u>Custody Code</u>: enter with dashes, in format **8-3985-23456**
   c) <u>Title Vests with</u>?: (drop-down menu: choose UC, Federal, etc.)
   d) <u>Location</u>: enter separated by slashes (or dashes), in format – building number, room number, custodian name

2. Click SAVE.
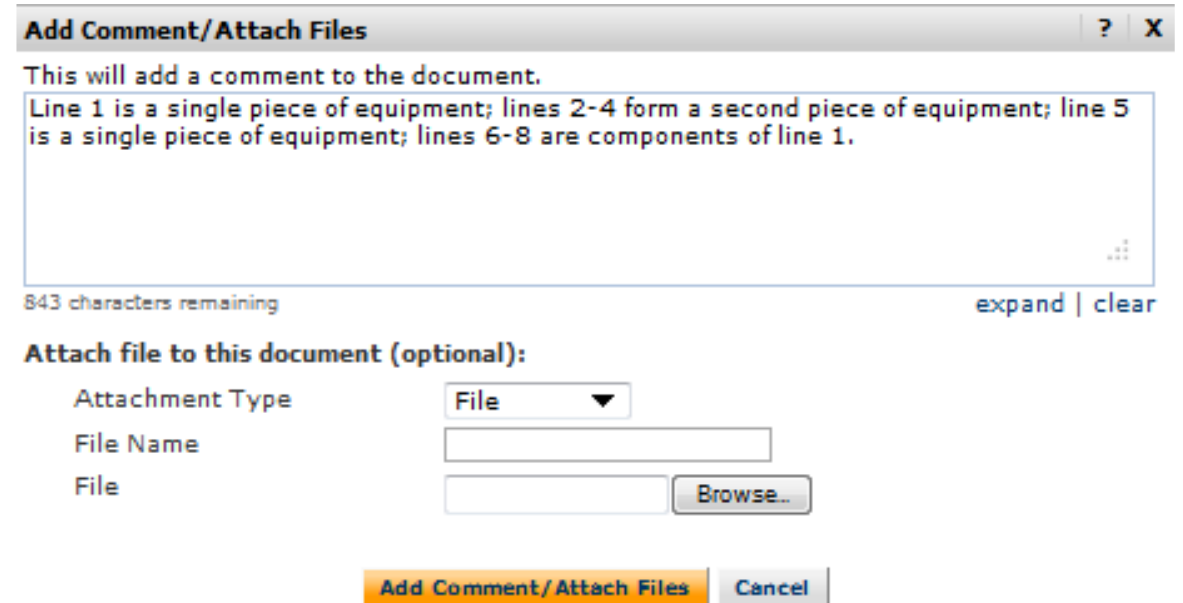
Equipment Information		? X
Inventorial Equipment?	Yes ▾	
Custody Code	8-3985-23456	
Title Vests With?	UC ▾	
Add-On to Asset Number		
Location/Building	8503	
Room	1789A	
Custodian	Boyle,Vaughn	

Save Cancel

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Complex Equipment Orders

When ordering multiple items (especially of scientific equipment) on a single purchase order that includes multiple line items, it is very helpful if you indicate, under the COMMENTS tab, how the equipment will be configured.

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Equipment Object Codes

In December 2018, changes were made to inventorial equipment object codes.

- Object code 9610, for purchased fabrication components, was not changed
- Object code 9600 is now used for recharged fabrication costs.

The following is the current list of inventorial equipment object codes. Each of these object codes has a corresponding non-inventorial object code, in the series 81nn.

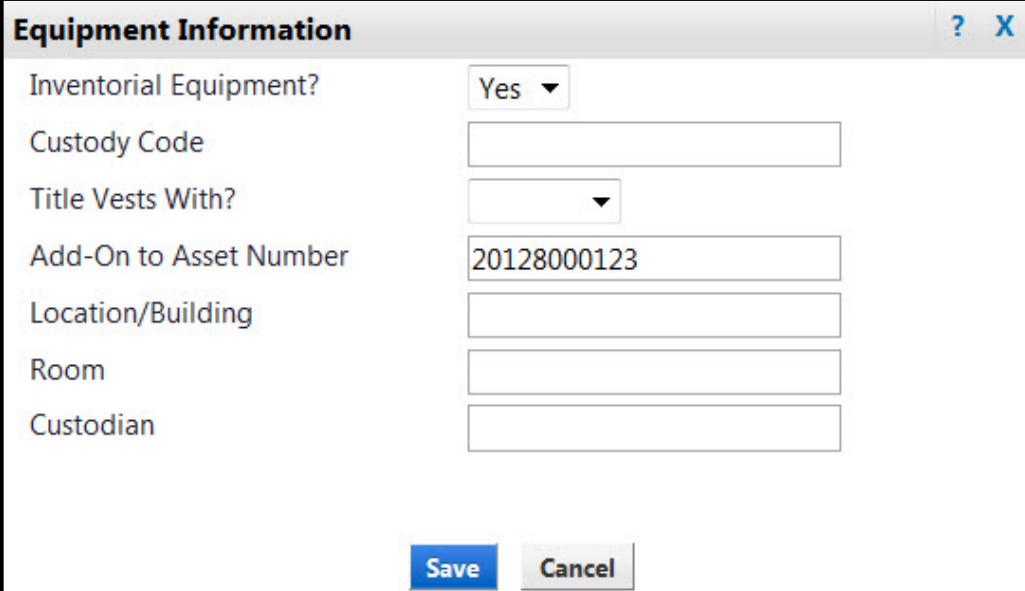| Object Code	Description	Comments
9100	Inventorial Computer Equipment - $5,000 and greater per unit	Including Servers and Networking Equipment
9105	Inventorial Plant, Industrial, Grounds, Custodial and Household Equipment & Furniture - $5,000 and greater per unit	Including Furniture, Kitchen, Custodial and Housekeeping Equipment, Mowers and Landscaping Equipment, Engines, Pumps and Valves (non-scientific)
9115	Inventorial Motor Vehicles and Boats - $5,000 and greater per unit	Including drones
9120	Inventorial Scientific Equipment - $5,000 and greater per unit	
9125	Inventorial Medical Equipment - $5,000 and greater per unit	
9130	Inventorial IT Accessories and Peripherals and Instructional Equipment - $5,000 and greater per unit	Including Copiers, Printers, Scanners, Projectors, Screens, Speakers, Receivers, Radios and Other Audio/Visual Equipment
9135	Inventorial Equipment: Other - $5,000 and greater per unit	Including Art & Musical Instruments, Sports Equipment

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Commingling Funds

- Be careful when commingling funds (i.e. using a mixture of UC or other agency) when one of the funding sources has non-UC or even conditional UC title and the other does not.

- Be especially careful when processing add-ons.
  - If the University holds title to the original asset, but the new funding source requires that title vest with an external agency, you may, in effect, be transferring title of the entire asset to the agency, unless you have obtained prior written approval for title to remain with the University.
  - Even if title to only the new component remains with the agency, you need to be ready for the possibility that they will ask for the component to be sent to them upon completion of the contract, and you will be left with a non-functioning system.

- When a Purchase Order is split-funded, Equipment Management always applies the most restrictive title to equipment, no matter how small a percentage of the funding has non-UC title.

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Add-Ons

An add-on add a component(s) to an existing asset, upgrading or extending its functionality. **Repair or replacement items do NOT count as add-ons.**

1. Click the EDIT button next to the **Equipment Information** subsection of the box and enter:

   a) Inventory Equipment?: Select **Yes** from the drop-down menu

   b) Custody Code, Title Vests with? and Location: not required (values are derived from the add-on asset number)

   c) Add-On to Property No.: enter the asset number of the existing piece of equipment – in this case, **20128000123**

2. Click SAVE.

Equipment Information   ? X

Inventorial Equipment?	Yes ▼
Custody Code	
Title Vests With?	▼
Add-On to Asset Number	20128000123
Location/Building	
Room	
Custodian	

Save   Cancel

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Trade-ins

If trading in an existing asset as part of a purchase, it will automatically be removed from inventory, IF you include the information on the purchase order.

1. Click the EDIT button next to the **Trade-In** subsection of the box and enter:
   a) Trade-In?: Select Yes from the drop-down menu
   b) Trade-In Value: not required, but you can enter the amount of the trade-in credit
   c) Trade-In Asset Number: enter the asset number of the trade-in item – in this case, **20078000123**; if more than one trade-in, the additional numbers must be entered under the COMMENTS tab
   d) Trade-In Custody Code: enter the Custody Code of the trade-in asset(s) – this helps verify that it belongs to your department
   e) Trade-In Title: enter the Title of the trade-in asset(s) – this helps verify that UC holds title and that it is eligible for trade-in

2. Click SAVE.

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Trade-ins

Trade-In of Single Asset:

Trade-In of Two or More Assets:

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ServiceNow Online Portal

- Equipment Management is now using ServiceNow for all inquiries via www.ucsb.service-now.com/procurement.

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ServiceNow Online Portal

- Asset Information Update –to update asset information such as location, serial number, custodian

- EIMR –for Transfers, Disposals, Loans, and P.I, transfers

- New Fabrication Number Request – to notify Equipment Management of a new fabrication and request a new Fabrication ID Number

- Fabrication Information Update – to update ongoing Fabrications

- Incoming Transfers or Loans – for Transfers or Borrowing from non-UCSB entities

- General Help – for all other inquiries

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ServiceNow Online Portal

Fabrications

- Asset numbers are assigned to fabrications once they reach $5,000 in value AND Equipment Management has been notified that the fabrication is in service. If a fabrication value does not reach $5,000, all expenses MUST be transferred to sub 3, and overhead will be charged if applicable.

- There are two "types" of fabrications:

  1. (most common) – Multiple purchases of many individual items that are assembled into a highly specialized item of equipment that could not be purchased "as is." Parts may be custom-made in various machine shops. Some fabrications are quickly completed and deployed (customized buoys/monitoring stations) while others are part of on-going research, continually evolving as the research progresses.

  2. (less common) – A single purchase of high value item, with several (at least) low value purchases which will be added to the primary item to allow for special functionality - University labor is required and the store-bought items cannot simply be assembled; again, the end product could not be purchased from any vendor. "Customized piece of equipment."

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Fabrication

FABRICATION (VALUE)	NOT FABRICATION (VALUE)
Final value ≥ $5,000.	Final value < $5,000.
All materials, supplies and services from outside vendors and authorized internal recharge activities.	Department labor (i.e., faculty and staff salaries), travel or other operating expenses.
Items fabricated for University use.	Items fabricated for delivery to an outside user (i.e., NASA, Army, JPL). All such expenses must be charged to sub 3.

Consult with Equipment Management if you have any doubts before beginning a fabrication. You must obtain a Fabrication ID Number (not the same as an Asset Number) via the New Fabrication Number Request form in ServiceNow.

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Fabrication – with Asset Number

1. Click the EDIT button next to the **Fabrication Information** subsection of the box and enter:

   a) Fabrication?: Select **Yes** from the drop-down menu
   b) Fabrication Name: actual fabrication name: may need to be shortened and the full name provided under the COMMENTS tab
   c) Fabrication Asset No.: enter the asset number assigned to the fabrication, in this case – **20218000318**
   d) Fabrication ID No.: not required

2. Click SAVE.

Fabrication Information

Fabrication?	Yes
	Yes
Fabrication Name	Radium Optical Clock Fabrication
Fabrication Asset Number	20218000318
Fabrication ID Number	

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Fabrication – Value not yet In Service

1. Click the EDIT button next to the **Fabrication Information** subsection of the box and enter:

   a) Fabrication?: Select **Yes** from the drop-down menu
   b) Fabrication Name: actual fabrication name: may need to be shortened and the full name provided under the COMMENTS tab
   c) Fabrication Asset No.: leave blank – not yet created
   d) Fabrication ID No.: obtained from Equipment Management, in this case FAB0000219

2. Click SAVE.

Fabrication Information

Fabrication?	Yes
	Yes
Fabrication Name	Radium Optical Clock Fabrication
Fabrication Asset Number	
Fabrication ID Number	FAB0000219

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Equipment Inventory Modification Request (EIMR)

EIMRs are used to record the acquisition of equipment in four situations:

1.	A granting agency or individual loans a piece of equipment to the University, during the course of the project or under other circumstances.	The DEPARTMENT prepares the EIMR and sends it to Equipment Management. Be sure to complete all necessary fields and attach a copy of the loan documents. This is critical because agencies do not always inform Equipment Management of loans; if the department does not, the asset is not added into the database and does not appear on any reports to the agency. Remember: the University is responsible for all loaned assets and must report them.
2.	An in-coming researcher brings inventorial equipment with him/her, at no cost (if UC pays for the equipment, a Purchase Order is issued).	THE DEPARTMENT prepares the EIMR, if the researcher is transferring from a non-UC; if the researcher is transferring from another UC, EQUIPMENT MANAGEMENT receives the EIMR from the originating campus and processes it.
3.	Title to equipment that originally vested with the awarding agency is transferred to the University at the end of the contract.	EQUIPMENT MANAGEMENT prepares the EIMR, after having received written authorization from the agency.
4.	The value of a fabrication crosses the $5,000 inventorial equipment threshold.	EQUIPMENT MANAGEMENT prepares the EIMR.

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Equipment Inventory Modification Request (EIMR)

Submitting an EIMR in ServiceNow

1. Log on to ServiceNow: https://ucsb.service-now.com/procurement

2. Navigate to the Equipment Management tab

3. Navigate to the Equipment Inventory Modification Request (EIMR) form

Note that you can bookmark any of these direct links for easy access from your browser.

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EIMR Form – Available Modifications

Transaction Type	Modification Type	Notes
Disposal	Cannibalized for Parts	
	Destroyed due to Accident (flood, fire, earthquake, malfunction, overboard at sea)	
	Direct Sale (Surplus Sales)	Requires proof of Surplus Approval submitted with ticket
	Lost/Unable to Locate	
	Scrapped	
	Theft	Requires attachment of Policy Report
	Trade-in (not reported on requisition)	
Transfer	Intercampus	These options are for permanent, outgoing transfers only.
	Interdepartmental	
	Surplus Sales	Note in description field if you need a recharge pickup or prefer to deliver to Surplus
P.I. Transfer to Other Institution	No-Cost Transfer	These options are for permanent, outgoing transfers or sales only.
	Sale	
Loan (outgoing only)	Intercampus (exceeding 1 year)	To a department at another UC campus
	Intercampus Loan Termination	To report the termination of a loan to another UC campus
	Interdepartmental (exceeding 1 year)	To another UCSB department
	Interdepartmental Loan Termination	To report the termination of a loan to another UCSB department
	To non-UC Entity	To a non-UC agency or organization, or to a UCSB employee for off-campus use longer than 6 months, whether at home or abroad for research. Must be pre-approved.
	To non-UC Loan Termination	To report the termination of a loan to non-UC agency or organization, or UCSB employee off campus.
Borrow	Borrowed Status Termination	To report the termination of borrowed equipment only.

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EIMR Form – Important Considerations

- Only Custody Codes for the *Requester's Department* will be available for selection.

- Only UCSB Asset(s) under your Department's Custody will be available to select.

- The Asset Description, Value, and Title fields will auto-populate from the PeopleSoft Asset database.
  - If any changes need to be made to these fields, submit a separate Asset Information Update form

- Include any special circumstances, explanatory comments, etc. into the Additional Information section.

- You can add additional substantiating backup documentation or Attachments using the paper clip icon.
  - Make sure you attach all necessary documentation to expedite your request
  - If you are Transferring to Surplus, always include a note regarding whether you want Surplus to contact you to arrange a pickup on a recharge, or alternatively if you prefer to deliver the item(s) to Surplus Sales where no fee is assessed.

- Workflow relies on the GMC Equipment and Surplus Roles – make sure your department's are up to date!

Gift Forms

- When inventorial equipment is donated to the University, it is almost always recorded on a Gift Form (UDEV 100-8).

- Departments must work with Development, since only that unit is authorized to receive gifts on behalf of the University. Once the Gift Form has been processed by Development – this includes determining value – it is forwarded to Equipment Management, which assigns asset number(s), returns the original to Development, and sends the department its copy, with property tag(s) attached.

- NOTE: Occasionally, a "gift" may be recorded on a Purchase Order, as part of a "buy one-get one free" type situation, as a promotional item, or as an item provided at no cost by vendor as part of a high value order. This type of "gift" does not require processing of a UDEV form.

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Tracking and managing Inventorial Equipment, including record maintenance, Physical Inventories and Statistical Samplings

Tracking Inventorial Equipment

1. Property Tag
2. Data Warehouse/ServiceNow
3. EIMR
4. Physical Inventory
5. Statistical Sampling

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Property Tag

- Property tags are sent out at the time that the requisition is processed and an asset number is assigned in the Asset Management module of PeopleSoft. (The asset is placed into service and assigned a value once full payment has been made.)

- Affix the UCSB property tag to each asset as soon as it is received. Property tags are distributed to departments attached to a Property Tag Distribution Report, EIMR or Gift Form. Be careful, on documents with multiple items, to match the correct property tags (numbers) and assets.

- If an asset has multiple components that you would like to tag, contact Equipment Management and we will prepare the required number of tags, each reading "Part of property number XXXX."

- If a property tag is lost, damaged, faded or impossible to read, or currently in a difficult to access location (bottom, back of equipment), email a request for a replacement tag to Equipment Management.

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Property Tag Distribution Report

PROPERTY TAG DISTRIBUTION REPORT

The property tags attached to this DISTRIBUTION SHEET are for the item(s) of inventorial equipment on this Purchase Order. When the equipment arrives, affix the property tag(s) to the corresponding piece(s) of equipment.

Write down the serial number(s) - if any - for entry into the ASSET INFORMATION UPDATE FORM. If any of the pre-printed information on this form (manufacturer, model number, building, room, custodian) is missing or incorrect, please also include it on the ASSET INFORMATION UPDATE FORM.

If this section is highlighted, the University does not hold title to the indicated item(s). Title vests with either the Federal Government, State of California or another external agency. In addition to affixing the UCSB property tag(s), please affix the additional non-UC title tags that are provided, in order to indicate clearly the non-UC title. If the Federal or other agency also provides you with its own tags, they must also be affixed to the equipment.

Department Name   INST COLLAB BIOTECHNOLOGIES

Custody Code / Description   8-3830-59141   DCS CORPORTATION (DOD) APX03-S012 TASK ORDER 001 GR

Purchase Order Number   GW0000116593

Asset Number	Asset Description	Manufacturer	Model Number	Serial Number	Asset Value	Building Number	Building Name	Room Number	Asset Custodian	Title	Alt Location
20158000425	Freezer-Lab, Upright, Isotemp, Ultra-low Temp, -86degC	Fisher Scientific	IU2886DRAK			8551	Psychology	3320		Federal	

NOTE: If title does not vest with UC, the third paragraph will be highlighted.

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Updating Asset Records

- The Asset Information Update Form, used to update equipment records, has been migrated to Procurement's Service Now catalog.
  - Log onto the main system at https://ucsb.service-now.com using your UCSBnetID and password, and navigate to the page, **or**
  - Go directly to https://ucsb.service-now.com/procurement
    - Click on "Equipment Management" and then on "Asset Information Update". You will then be directed to the fillable online form.

- For detailed instructions on how to login and complete the form, view this guide on *Submitting your Asset Information Update form via Service Now*.

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Tracking Asset Location

- Asset location and custodian changes are tracked in PeopleSoft. Unlike in CATS, where only the current location and custodian could be recorded, location and custodian history can be maintained in PeopleSoft.

- An EIMR should be used when asset is loaned to another department (for more than six months) or to an outside agency (for all but the shortest of loans). An EIMR must be processed when one department permanently transfers custody of an asset to another.

- These transactions must be processed using the PDF form EIMR, shown earlier in this presentation.

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Data Warehouse Reports

Seven reports are available, accessible via EZ Access.
Contact Darshan Etz (x3937) for access.

EZ Access Main Menu

Show All   Hide All   Logout   Contact Us

⊞ Accounts Payable   ⊞ Permanent Budget
⊞ Chart of Accounts   ⊞ Signature Authorization
⊞ Employee   ⊞ Sponsored Projects
⊟ Equipment Inventory   ⊞ Staff Lookup
   📄 Asset Custody Verification Inquiry   ⊞ Staffing
   📄 Current Inventory Inquiry   ⊞ Tools
   📄 Depreciated Value Calc Inquiry
   📄 Disposed Inventory Inquiry
   📄 Obsolete Inventory Inquiry
   📄 Write-Off Inquiry
⊞ General Ledger
⊞ Payroll Ledger

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Data Warehouse Reports

Of these reports, only the first two (and a punch out) are current:

1. Asset Custody Verification Inquiry – allows you to look up the custody of assets not on your department's inventory, if found in your space

2. Current Inventory Inquiry – display all or part of your department's inventory

3. Asset Inventory Inquiry – detailed information for a specific asset (accessed from within the previous inquiry)

The other four reports refer back to the former pre-PeopleSoft database and are obsolete. If you need information related to assets disposed prior to the transition to PeopleSoft, depreciated value, or write-offs, contact Equipment Management for assistance.

PS Inventory Inquiry

PS Inventory Inquiry

INST COLLAB BIOTECHNOLOGIES
Showing rows 1 - 10 of 142

Did you get what you wanted? yes no not sure

Main Menu | Export to Excel | Modify Inquiry | New Inquiry | Logout | Contact Us

◄ Previous **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 **Next** ►

Asset Status Code	Physical Inventory Reqd	Loc	Custody Code	Subcode	Asset No	Asset Description	Manufacturer	Model No	Serial No	Acq Form	Acq Date	Asset Value	Cond	Building	Building Name	Room	Alt Location	Custodian	Title
A	YES	8	3825	00	20045001250	PRINTER-PHASER, COLOR	XEROX	7750DN	RRW301138	P343231	2004-07-16	5,792.00	N2	8503	Engineering II	3311		Morse,Daniel E.	UC
A	YES	8	3825	00	20045001251	LAPTOP	IBM	T42P		P343021	2004-07-13	5,572.00	R4	8266	Elings Hall	2223		Gay,David H.	UC
A	YES	8	3825	00	20045001489	LAPTOP	IBM	EDU X40	KV-AA898	P342740	2004-10-06	5,008.00	N3	8563	Ellison Hall	2703		Gay,David H.	UC
A	YES	8	3825	00	20065000294	CAMERA-CCD, COOLED, BLACK & WHITE, HIGH RESOLUTION, VIDEO	HAMAMATSU	ORCA 285	RF023324/CTOU1698	P406410	2006-06-30	11,412.00	N3	8503	Engineering II	2211		Mezic,Igor	UC
A	YES	8	3825	00	20065000625	METER SYSTEM-LIGHT SOURCE, LAMP SOURCE, MONO/SPECTRO	NEWPORT STRATFORD	CUSTOM-66984/66902	847	P419960	2006-12-29	28,786.00	N3	8657	Physical Sciences North	3622		Stucky,Galen	UC
A	YES	8	3825	00	20075000290	CHROMATOGRAPHY SYSTEM-HIGH PERFORMANCE LIQUID CHROMATOGRAPHY, BREEZE	WATERS CORP	17680900	C0725P	P439260	2007-07-22	29,231.00	N3	8235	Life Sciences	1203		Lew,G J.	UC
A	YES	8	3825	00	20085000015	SPECTROPHOTOMETER	VWR INTERNATIONAL	TDU800	8002796	P459240	2008-01-31	15,476.00	N2	8225	Engineering Science	2323		Soh,Hyongsok T.	UC
A	YES	8	3825	00	20085000444	CENTRIFUGE, 6 X 85ML, FA ROTOR	EPPENDORF	5804	5804XI013687	P479080	2008-10-01	6,168.00	N3	8657	Physical Sciences North	3622A		Stucky,Galen	UC
A	YES	8	3825	00	20115000558	CENTRIFUGE-REFRIGERATED, KNOB, W/ROTORS	EPPENDORF	5430R	5428ZH108249	P568460	2011-12-09	8,939.00	N1	8225	Engineering Science	2323		Soh,Hyongsok T.	UC
A	YES	8	3825	00	20115000605	DETECTION SYSTEM-POLYMERASE CHAIN REACTION, REAL TIME, THERMAL CYCLER	BIO-RAD	CFX96 TOUCH SYSTEM	785BR07097/CT002950	P569020	2012-01-16	29,089.00	N1	8266	Elings Hall	2418		Soh,Hyongsok T.	UC
											Total Asset Value:	3,453,689.00							

Show All Rows

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Tracking Asset Location

Asset location and custodian history are tracked in PeopleSoft

Also, the full custodian name is displayed, tied to the custodian's employee ID number. We hope to create a report to alert us when an employee separates, since the custodian record should be updated at that time and an inventory taken to ensure no equipment has been removed from campus.

Asset Inventory Inquiry
Property No: 20158000254
Description: Probe-Mercury, Three-Function, for Characterization of Charge Density in W-Band Transistor Material

Did you get what you wanted?

Extract Date: 2015-12-08 04:22:32.84

Asset Information

Manufacturer:	Materials Development Corporation	Status:	ACTIVE
Model:	802B-150	Title:	UC
Serial Number:	867	Calcode:	E8391
Value:	$ 5,552.00	Useful Life:	10 years
Acquisition Date:	07/26/2015	Inventory Use %:	100
		Condition Code:	N1

Location Information

Building Number/Name: 8225 ENGINEERING SCIENCE
Room: 2313 RESEARCH LAB / STUDIO
Alt Location:
Off Campus Use: No

History

Building/Name	Room	From	Through
8225 ENGINEERING SCIENCE	2313	09/17/2015	99/99/9999
8556 HAROLD FRANK HALL	1160	07/26/2015	09/17/2015

Custody Information

ELECTRICAL & COMPUTER ENGINEER
Custody Code: 8-3985-23054   Custody Desc: NAVY N00014-13-1-0814 MISHRA

History

Custody	Description	From	Through
8-3985-23054	NAVY N00014-13-1-0814 MISHRA	07/26/2015	99/99/9999

Custodian Information

Custodian: Mishra,Umesh

History

Custodian	From	Through
Mishra,Umesh	09/17/2015	99/99/9999
Guidry,Matthew T.	07/26/2015	09/17/2015

ServiceNow – Equipment Custodian Reports

- Department Equipment Custodians (as assigned in the GMC), are able to view Equipment reports in ServiceNow
- These reports are:
  - Capital Assets – all assets in your custody codes with detail
  - Fabrications – all fabrications in your custody codes with detail
  - EIMRs – all EIMRs, active and closed, submitted by your department

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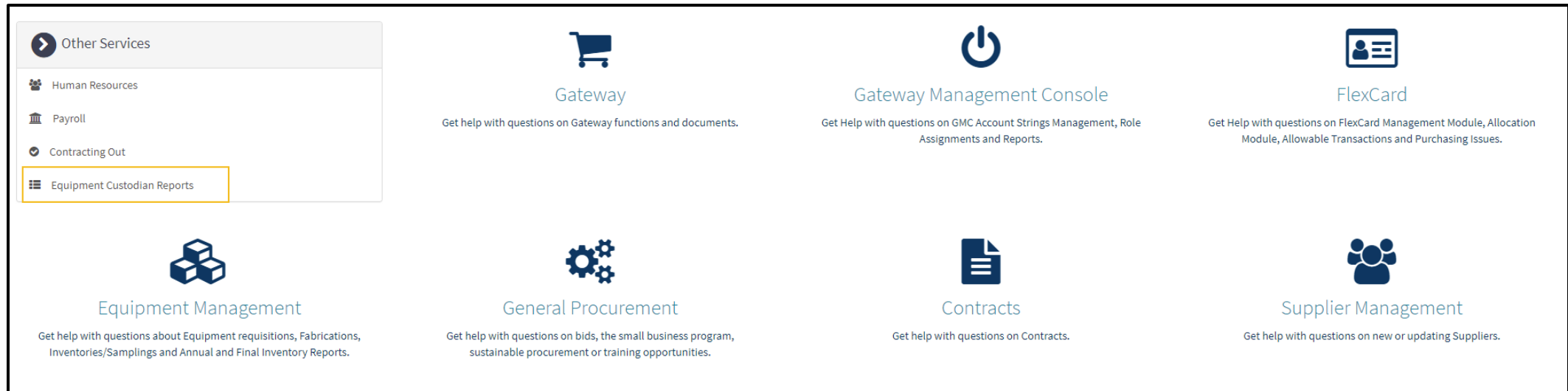
Loan/Transfer EIMR

When completing a Loan or Transfer Equipment Inventory Modification Request (EIMR), be sure to:

1. Enter all required data at the top of the form (department, inventorial custody code, contact and phone).

2. Enter the following data in the Equipment Identification section:
    a) asset number
    b) asset description
    c) Value

3. Enter all relevant data in the Loaned/Borrowed (also used for off-campus use) or Transfer sections, as applicable.

4. Obtain all necessary signatures before submitting it:
    a) the originating department signature (all types)
    b) for transfers or loans, the "to" department

Physical Inventory

- Every two years, as required by University and Federal policy, your department is sent a Physical Inventory to be completed and returned to Equipment Management. If you have constantly updated your records (enter those serial numbers and locations!), assets should be easily located and few modifications required.

- Three categories of active inventorial equipment need to be physically inventoried and appear on the printed Physical Inventory:

  1. All assets, regardless of title, whose value is ≥ $5,000.
  2. All non-UC title assets, regardless of value.
  3. All firearms, regardless of value.

Physical Inventory

- A Physical Inventory may be completed by annotating the list sent by Equipment Management, by submitting a department printout (attached to the Physical Inventory), or by submitting Asset Information Forms in ServiceNow (if only a few records needs to be updated).

- If any items are determined to have been disposed, cannibalized for parts, or lost, EIMRs need to be prepared and submitted in conjunction with the Physical Inventory.

- A complete discussion of the Physical Inventory process can be found at the following website address:
  - http://www.bfs.ucsb.edu/equipment/physical-inventories

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Statistical Sampling

- During the year between Physical Inventories, Equipment Management personnel visit each department to carry out a "hands-on" inspection of a sample population of its assets, in order to verify the accuracy of the Physical Inventory.

- All visits are scheduled in advance and the department is provided with a list of the assets to be viewed. The sample population is either the entire inventory (inventories of 18 or fewer assets) or a representative subgroup; in no case is the sample population greater than 34 assets.

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Disposition of Inventorial Equipment, including Surplus property and special conditions required when equipment is purchased with Federal funds

Disposition of Equipment

1. General Information
2. Methods of Disposition
3. Federally-Funded
4. Surplus & Excess Property
5. PI Transfers

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Disposition of Equipment

- Business & Finance Bulletin BFB-BUS-38 - Disposition of Excess Property and Transfer of University-Owned Property defines the policies and procedures related to disposal of UC equipment (and of all other UC property, regardless of value).

- An asset with a UC property tag may fall into one of three categories:
    1. Value ≥ $5,000, non-UC title (regardless of value), firearm
    2. UC-title, value less than $5,000, not fully-depreciated
    3. UC-title, value less than $5,000, fully-depreciated

If an asset that you wish to dispose has a property tag, look up the asset number via a Data Warehouse or ServiceNow report (reset the limit on Asset Status from the default ACTIVE to ALL):

1. If the status is DISPOSED, you do NOT need to prepare an EIMR or ESPD.
2. If the status is **ACTIVE**, you MUST prepare an EIMR or ESPD.

Disposition of Federally Funded Equipment

Depending upon the fair market value at this time (usually when an award terminates), disposition of the equipment must occur following specific rules:

1. If the equipment has a unit fair market value of $5,000 or less, it may be retained, sold or otherwise disposed with no further obligation to the Federal awarding agency.

2. If the equipment has a unit fair market value of more than $5,000, the University must obtain disposition instructions from the agency. The University may be instructed to sell or transfer the equipment back to the agency or another entity.

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Disposition of Federally Funded Equipment

- If instructed to sell the equipment, the University must remit to the Federal agency its pro-rated share of the proceeds. Whether the University can retain a share of the sale proceeds to cover its costs (formerly, $500 or 10%, whichever was less) is at the agency's discretion.

- It is also at the agency's discretion whether the University is reimbursed for any freight costs, if instructed to ship the equipment to a third party, or back to the agency. This becomes important especially when the award is closed and no agency funding is available to cover the shipping costs.

PI Transfer

- Business & Finance Bulletin BUS-38 - Disposition of Excess Property and Transfer of University-Owned Property defines the policies and procedures related to PI transfers to other universities.

- A department chair alone cannot approve a transfer of equipment. A sales/ transfer agreement must be prepared by Equipment Management.

- Under no circumstances can property purchased with state funds, including start-up funds, be transferred to another institution at no cost.

- Whatever the funding source, the University's default policy is that any equipment to be transferred must be sold to the new institution.

- No property may leave campus until the sales/transfer agreement has been signed by all parties and payment (if applicable) has been received by the University.

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PI Transfer – Federally Funded Equipment

- If open awards move with a PI to another institution, there is no change in policy and all equipment acquired under those awards will be transferred at no cost to the new institution, as instructed by the agency.
- If a PI moves to another university and wishes to transfer equipment acquired under closed awards to the new institution, no-cost transfers or even sales agreements cannot be approved automatically. The process will vary according to the fair market value of the equipment.
  - If the equipment has a unit fair market value of $5,000 or less, the no cost transfer or sale can proceed with no further obligation to the agency.
  - If the equipment has a unit fair market value greater than $5,000, no cost transfers can occur only if approved by the agency (for example, the PI has another Federal project at the new institution for which it will be used).
- If a sale is approved, we must return the proceeds (minus our handling costs) to the agency.
- If a sale is not approved, we may have to return the equipment to the agency or sell it and return the proceeds to the agency.

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Award Close Out

- When Equipment Management receives notification that a final equipment report is required, it is usually able (thanks to the Data Warehouse) to reconcile the inventory with equipment expenditures and prepare the final report without involving the department.   The only exception is close-out of an award where title vests with the agency: Equipment Management will contact the department, which must perform a physical inventory of the assets to confirm their location and provide any missing information.

- Departments need to be aware that while in the majority of cases the granting agency transfers title of residual equipment to the University as part of the close-out process, this is not guaranteed.

- The agency may require that the equipment be shipped to it upon termination of the award, or it may request payment (generally at fair market value) for the equipment, if the department wants to retain it.

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Resources

Contact Information

- John Pavia x4073 john.pavia@ucsb.edu
- am@bfs.ucsb.edu

Websites and Policies

- UCSB webpages: http://www.bfs.ucsb.edu/equipment
- UCOP BUS-29: http://policy.ucop.edu/doc/3220477/BFB-BUS-29
- UCOP BUS-38: http://policy.ucop.edu/doc/3220479/BFB-BUS-38
- UCOP Useful Life Indices: http://eulid.ucop.edu/

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Thank you!

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