

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 2024 series.
- Please remember to complete the STAR Evaluation emailed via UCLC.
- For questions during the presentation, please use chat and post to everyone.
 - Please do not use the “raise hand” feature.

Post-Award Administration - STAR Class #8

Equipment Management

John Pavia – Equipment and FlexCard Manager: jpavia@ucsb.edu

Eva Cervera – Equipment Management Admin. Assistant: ecervera@ucsb.edu

Business and Financial Services - Procurement



Overview

Equipment Management (EM) is a central business unit in the Procurement Office under the department of Business and Financial Services (BFS)

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

1. **BUS-29, Management and Control of University Equipment**
2. **BUS-38, Disposition of Excess Property and Transfer of University-Owned Property**

Roles and Responsibilities

Custodial Department / PI	Equipment Management (EM)
- Responsible for care, maintenance, inventory and control of all property - Notify EM of any updates or changes	- Maintain property records - Process new acquisitions - Ensure 10 Outcomes of Property Management - Submit Property Closeout reports



Definitions

Inventorial Equipment	Fabrication
• Non-expendable, tangible, personal property, freestanding and complete in itself • Normal life expectancy of more than one year • Acquired for \$5,000 per unit or more • Increments must have a cost of \$5,000 or more • *All firearms and Federal Property are inventorial equipment, regardless of cost	• Meets all criteria of inventorial equipment • Manual labor by University to construct • Used by the University upon completion • A product resulting from the simple assembly of various parts does not qualify as a fabrication



Title to Equipment

Be sure to read the award document and details

Conditions		View Condition Codes
#	Code	Condition Description
1	8	Uniform Guidance 2 CFR, Part 200
2	19	See special award terms and/or agency guidelines.
3	20	Federal Funding, Accountability and Transparency Act
4	21	General Purpose Equipment, not in the approved budg
5	24	Title to equipment vests in: University.
6	48(A)	Award includes change in indirect cost rate. Change in
7	62	Annual Technical Report/Continuation Report due 90

With Uniform Guidance 2 CFR 200, Condition Code 24 almost always indicates that UC title is **CONDITIONAL**, subject to certain restrictions.*

- See Additional References at the end for more information

Acquisition of Inventorial Equipment

Equipment Management

Equipment Information

Inventorial Equipment?	no value
Title Vests With?	no value
Assigned Tag Number	no value
Location	no value
Room	no value
Custodian	no value
Trade-in Tag Number	no value

For accessory purchases, the department enters the parent Tag number; for new equipment acquisitions, Equipment Management enters the Tag Number in the following format: 20168000123.

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Equipment Management ▾

Equipment Inventory Modification Request

General Help

Incoming Transfers or Loans

Asset Information Update

General Procurement >

Supplier Management >

Equipment Management

Get help with questions about Equipment requisitions, Asset Information Updates, EIMRs, ESPDs, Fabrications, Inventories/Samplings and Annual and Final Inventory Reports

Asset Information Update

Use this form to provide additional information for new equipment or update information on existing equipment

View Details

Equipment Inventory Modification Request

Disposals, Transfers (including Surplus Sales), P.I. Transfers and Loans of UCSB Assets

View Details

Incoming Transfers or Loans

Use this form for transfers or borrowing from non-UCSB entities

View Details

General Help

Use this form for contacting Equipment Management about Equipment requisitions, EIMRs, Fabrications, Physical Inventories/Samplings, Property Disposal and

View Details



UNIVERSITY OF CALIFORNIA, SANTA BARBARA UC REGENTS GIFT ACCEPTANCE REPORT CONFIDENTIAL - FOR INTERNAL USE ONLY

DONOR(S) NAME AND HOME ADDRESS	OR	BUSINESS NAME AND ADDRESS

Physical Inventory

University and Federal policy requires that all departments complete and return a Physical Inventory form every two years. If you have regularly updated your records, assets should be easily located and few changes required.



Record Updating

[Service Now](#)

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Incoming Transfers or Loans

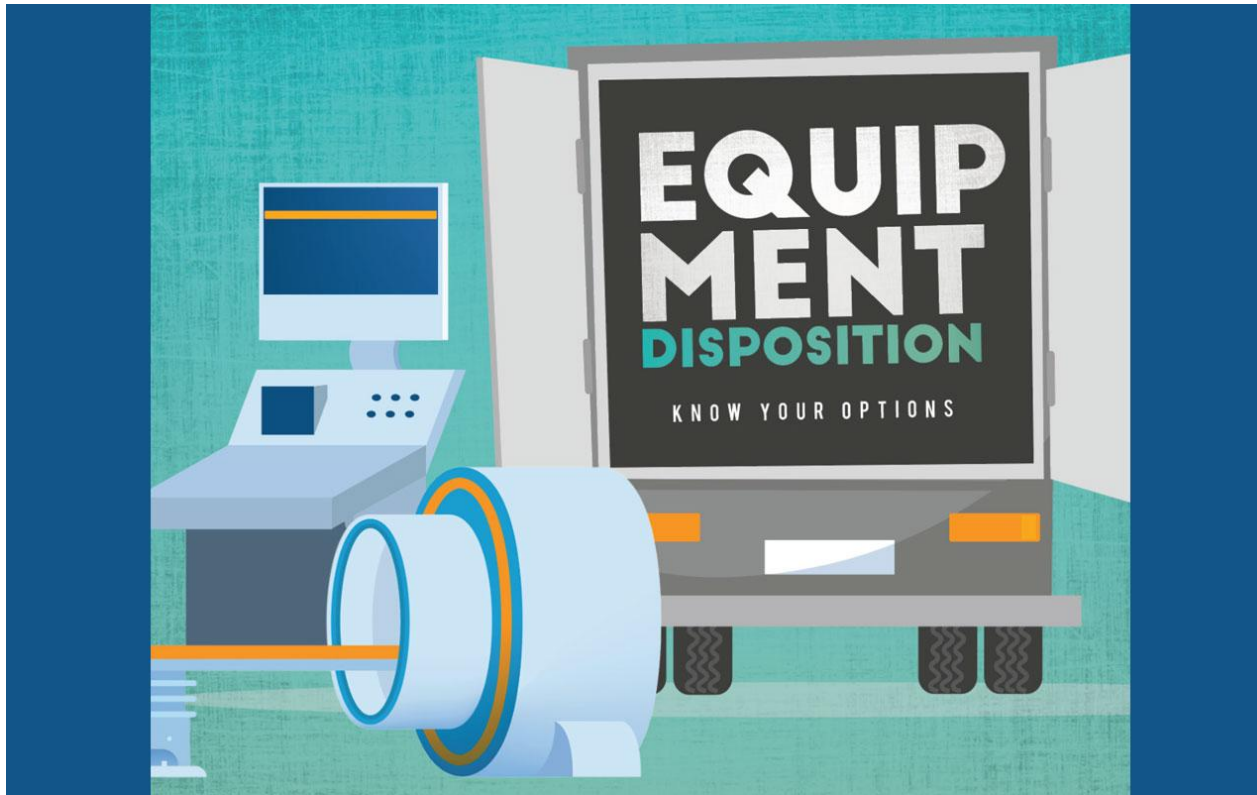
Use this form for transfers or borrowing from non-UCSB entities

View Details

Legend

Disposition of Equipment

BUS-38, Disposition of Excess Property and Transfer of University-Owned Property



Donation of Equipment

BUS-38 does not allow for donations of University property unless:

- The fair value is below the costs required for disposal via Surplus processing.
- The donation is to an educational institution or non-profit organization.



PI Transfers

BUS-38 defines the policies related to PI transfers to other universities.

- A sales/transfer agreement must be prepared by EM and approved by the Dean.
- Regardless of funding source, the University's default policy is that equipment 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.

Award Close Out and Reporting

Award Close Out

- Per 2 CFR 200, Equipment Management must consult with the department in all cases where items of equipment retain a value of \$5,000 or greater.
- EM will create and submit Final Property Reports as part of the close out process.



Resources

Contact Information

- am@bfs.ucsb.edu – Email to create new ServiceNow help ticket
- John Pavia, Equipment and FlexCard Manager – jpavia@ucsb.edu
- Eva Cervera, Equipment Management Admin Assistant - evacervera@ucsb.edu

Websites and Policies

- [UCSB BFS Equipment Management](#)
- [UCOP BUS-29](#): Management and Control of University Equipment
- [UCOP BUS-38](#): Disposition of Excess Property and Transfer of University Property

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Additional References/Examples

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
Taxes & Shipping	
<u>Installation</u> - Billed by vendor (including travel costs, calibration, etc.)	<u>Installation</u> - Billed by University (Facilities Management, etc.) – charges such as running water or power lines, structural alterations, etc.
<u>Software</u> - Not separately priced and/or the equipment will not function without it; if it cannot/will not be transferred to another asset	<u>Software</u> - 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.
<u>Furniture</u> - Stand-alone items (e.g. conference table) of unit value ≥ \$5,000.	<u>Furniture</u> - Modular / Panel-Supported Furniture and Furniture Systems.

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
<u>Warranties/Maintenance Agreements</u> If not separately priced on the invoice, included as part of the value of the inventorial equipment.	<u>Warranties/Maintenance Agreements</u> If separately priced on the invoice, not part of inventorial equipment value: paid on sub 3-7260.
	<u>Infrastructure</u> – E.g. built-in air conditioners, telecommunications systems, alarm systems, modifications to building structure.
	<u>Repairs</u> - If broken parts are replaced with like items (not upgraded), no new value is added and charges are to sub 3 and the appropriate object code, for parts or labor (7260).

Fabrication or Not?

Included in Fabrication Value	Not Included in Fabrication Value
Final value $\geq$ \$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)
Charged to Sub 4	Charged to Sub 3

Consult with EM before beginning a fabrication. You must obtain a Fabrication ID Number (not the same as an Asset Number). To get a new Fabrication ID Number go to ServiceNow Procurement Services – Equipment Management – New Fabrication Number Request.

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.

Gateway Requisition – New Equipment Purchase

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. Title Vests with?: (drop-down menu: choose UC, Federal, Other).

c. Assigned Tag Number: For accessory purchases, the department enters the parent Tag number. For new equipment acquisitions, Equipment Management enters the Tag Number in the following format.

d. Location: enter the building number

e. Room Number: enter the room number

f. Custodian: The asset custodian is the primary person responsible for overseeing the asset. It is usually someone located close to the asset, but it could also be someone with an admin role in the department. Regarding contract or grant funding, the asset custodian would be the P.I.

2. Click **SAVE**.

Equipment Management

Equipment Information

Inventory Equipment?

no value

Title Vests With?

no value

Assigned Tag Number

no value

Location

no value

Room

no value

Custodian

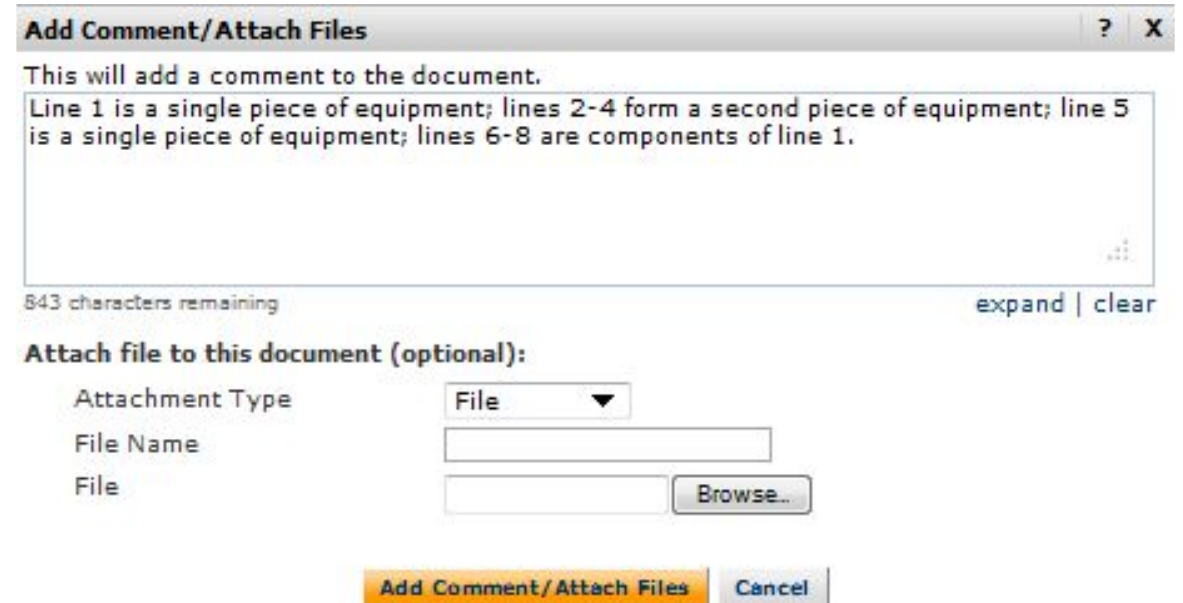
no value

Trade-in Tag Number

no value

Gateway Requisition – Multiple 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.



The screenshot shows a web-based dialog box titled "Add Comment/Attach Files". It contains a text area with the following text: "This will add a comment to the document. Line 1 is a single piece of equipment; lines 2-4 form a second piece of equipment; line 5 is a single piece of equipment; lines 6-8 are components of line 1." Below the text area, it says "643 characters remaining" and "expand | clear". Underneath, there is a section titled "Attach file to this document (optional):" with three fields: "Attachment Type" (a dropdown menu showing "File"), "File Name" (a text input field), and "File" (a text input field with a "Browse..." button next to it). At the bottom of the dialog, there are two buttons: "Add Comment/Attach Files" and "Cancel".

Add-Ons

An add-on adds 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. Title Vests with? and Location: not required (values are derived from the add-on asset number)
 - c. Assigned Tag Number: enter the parent tag number
- 2. Click SAVE.

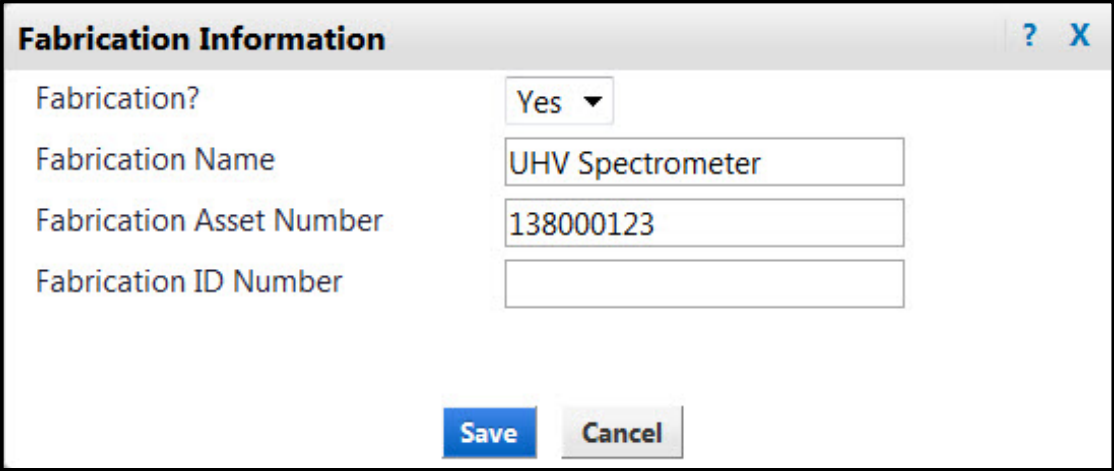
Equipment Management

Equipment Information

Inventory Equipment?	no value
Title Vests With?	no value
Assigned Tag Number	no value
Location	no value
Room	no value
Custodian	no value
Trade-in Tag Number	no value

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
 - c. Fabrication Property No.: enter the asset number assigned to the fabrication if apply, in this case – **20138000123**
 - d. Fabrication ID No.: Fabrication ID Number provided by Equipment Management.



The screenshot shows a 'Fabrication Information' dialog box with a title bar containing a question mark and a close button (X). The dialog contains four fields: 'Fabrication?' is a dropdown menu set to 'Yes'; 'Fabrication Name' is a text box containing 'UHV Spectrometer'; 'Fabrication Asset Number' is a text box containing '138000123'; and 'Fabrication ID Number' is an empty text box. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (grey).

Fabrication Information	
Fabrication?	Yes ▾
Fabrication Name	UHV Spectrometer
Fabrication Asset Number	138000123
Fabrication ID Number	
Save Cancel	

2. Click SAVE.

Equipment and Fabrication Object Codes

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.

Account	Description	Comments
525901	Other Inventorial Equipment- \$5,000 and greater per unit	Including Furniture, Kitchen, Custodial and Housekeeping Equipment, Mowers and Landscaping Equipment, Engines, Pumps and Valves, Drones, Copiers, Printers, Scanners, Projectors, Screens, Speakers, Receivers, Radios and Other Audio/Visual Equipment, Servers and Networking Equipment (non-scientific)
525905	Research and Scientific Equipment- \$5,000 and greater per unit	
525910	Fabrication Cost	Purchases made for fabrication components

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 Police 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.

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 inventoried 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 inventoried equipment threshold.	EQUIPMENT MANAGEMENT prepares the EIMR.

Property Tag Distribution Report

2025-06 CHNE Distribution Report

Department ID	CHNE
Run as of Date	8/31/2025

I

Affix the property tag(s) to the corresponding equipment upon receipt of equipment.

Write down the serial number(s) - if any - for entry into the ASSET INFORMATION UPDATE FORM in ServiceNow. 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 in ServiceNow.

If a cell in the Title column 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.

Oracle Asset Number	Tag Number	Asset Description	Manufacturer	Model	Serial Number	Title	Acquisition Form	Bldg	Building Name	Room	Alternate Location	Custodian
8000013429	20258000477	GCMS System	Shimadzu	GCMS-QP2050		UC	GW0000600007	225	Engineering Science	033324		Scott, Susannah
8000013332	20258000926	Linear Motor Stage, 0150 mm Travel, Built-in Controller, Analog Linear Encoder	ZABER TECHNOLOGIES INC	X-LDQ0150C-AE53D12-KX15C		UC	GW0000604682	503	Engineering II	033223		Mefford, Tyler
8000013430	20258000897	Spectrometer, IRSpirit-X High Sensitivity Package	Shimadzu	220-92684-32		UC	GW0000603219	225	Engineering Science	033324		Scott, Susannah

NOTE: If the title does not vest with UC, the Title cell will be highlighted.