



DOWNSTATE
HEALTH SCIENCES UNIVERSITY

STATE UNIVERSITY OF NEW YORK
DOWNSTATE HEALTH SCIENCES UNIVERSITY

PROPERTY CONTROL SYSTEM MANUAL

*PROPERTY CONTROL
AT
SUNY DOWNSTATE HEALTH
SCIENCES UNIVERSITY*

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PROPERTY CONTROL SYSEM USER INSTRUCTIONS
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NOTE: All Property Control Forms can be found on the Downstate Website under the Administration- Property Control.
<http://www.downstate.edu/property/forms.html>

[UPDATED 01/16]

PROPERTY CONTROL DEPARTMENT MANUAL

Mission Statement- The mission of the department is to manage and update major moveable assets data and provide related service to the Downstate Community. This includes tagging, surplus and transferring equipment and furniture, in addition to creating various departmental reports as needed or requested by individual departments, in a timely, efficient and accurate manner. The department also has to process various assets transactions and disseminate relevant and vital information as it becomes available.

I. OVERVIEW

The fundamental objective of the State University's (SUNY) Property Control System (PCS) is to facilitate proper and timely reporting of equipment transactions and safeguard against loss. The PCS Manual outlines the criteria for including property and equipment in PCS, as well as tagging, inventory, and property disposal procedures and requirements. Procedures for entering data in PCS, PCS data field definitions, and PCS processing and reporting functions are also addressed.

PCS includes equipment owned by SUNY or State University Research Foundation (RF). It is also used for tracking equipment in certain cases where neither SUNY nor RF has title, but does have stewardship responsibilities. Financial information for land, buildings, and site improvements are maintained under systems and procedures outside the scope of PCS.

SUNY System Administration is responsible for the maintenance of PCS and for establishing policies and procedures pertaining to the property management. Each SUNY campus appoints a Property Control Coordinator (PCC) to record and track property in PCS. (Here at DMC, the PCC is the Property Control Department's Manager.) The coordinator ensures property is tagged, physical inventories are performed, and information is maintained on a timely and accurate basis.

SUNY campus department heads or other individuals as assigned by the campus are responsible for:

- Reporting acquisitions of property.
- Notifying their PCC of changes in property status and location.
- Notifying the PCC of theft and loss of equipment.
- Providing access to property for tagging and inventory functions.
- Participating in verifying data included in required reports.
- Implementing and following security/safety measures as promulgated by the operating location.

The Research Foundation is responsible for policies and procedures pertaining to the management of property acquired with sponsor and RF funds. See Research Foundation Property Management Manual, procedure "Overview of Property Management Function".

A. Equipment Control Procedures for State-owned Equipment Items less than \$5,000

For State-owned equipment below the \$5,000 University capitalization threshold, campuses are not required to assign inventory tags to these assets but are responsible for assigning an ownership tag. The fact that State-owned equipment under the threshold does not have to be inventoried on the PCS does not relinquish the

campus' responsibility to safeguard the asset. Tagging all items of equipment with a campus identification decal assists in the establishment of ownership.

For items under the threshold and not covered under the PCS procedures, each campus should make its own distinction between what is considered an equipment item for tagging purposes, and what is considered an item of supply. Equipment is generally durable and has a probable life beyond a single reporting period (generally one year). The campus should have a written policy for tagging items under \$5,000 (i.e., using a set dollar threshold or by listing specific higher risk items under \$5,000 that should be tagged). Campuses should periodically spot-check selected equipment items under \$5,000 to verify their existence and condition.

In addition to the requirements set forth above, each campus should institute controls to safeguard equipment items under \$5,000, keeping in mind the cost of the controls should not exceed the possible benefits derived to protect equipment items under the threshold. Budgetary controls, such as oversight of OTPS spending provide added safeguards and may disclose spending trends indicative of a significant amount of items being lost or stolen. Department managers, purchasing associates or budget control officers should be alert for recurring purchases of similar items that may indicate replacement of lost or stolen property. Other controls, such as securing accountability of the equipment upon receipt, and restrictive access to vulnerable equipment should also be considered.

PARAMETERS FOR ASSET INCLUSION

B. Criteria for Inclusion in PCS

All State-owned equipment (purchased, donated, or lease-purchase arrangement) with an original unit cost of \$5,000 and above with a life expectancy of greater than 1 year is required to be recorded in PCS.

Operating systems and software applications meeting this criteria should be assigned an asset number and recorded as an asset in PCS. Each campus should have the appropriate process and procedures in place to ensure the PCC is aware of all equipment and property acquisitions for inclusion in PCS. The following is an outline of the procedures to be followed for property acquisitions.

Purchased

The purchase price (less discounts) of equipment, including freight and installation costs, if applicable, should be recorded in PCS, after receipt and acceptance is verified and payment is complete.

- Assets purchased with State funds should be recorded with the appropriate PCS fund code.
- Assets purchased with RF funds should be recorded in accordance with RF purchasing procedures, fund code 6 and appropriate RF ownership code.
- Assets purchased with split SUNY/RF funds will be recorded on PCS as a State asset.

Split Funded Purchases

- For assets purchased with campus operating and Research Foundation funds the campus must transfer the Research Foundation funds (by issuing a check) to an approved SUNY Income Fund Reimbursable account. As noted above the asset should be recorded on PCS as a State asset.
- For Research Foundation assets purchased with several awards the split funding indicator should be used. As an example, RF federal award 1 is contributing \$60,000, RF nonfederal award 2 is contributing \$30,000, and RF IDC award 3 is contributing \$10,000. In PCS RF award 1 would be assigned a valid asset number/tag number and it would carry the split funding indicator of "P". The cost on this record would be \$60,000. The two remaining awards would also be listed separately in PCS

with the same asset number as RF award 1 but it would end in R1 and R2 and they would show the "S" as the split funding indicator and each record would show their related cost, RF ownership code, and award information. The reason to maintain several records for one asset is because we need to identify the portion related to federal funds and to identify costs related to each award.

Donated

Property donated to SUNY should be recorded in PCS at the fair market value (if individual items meet the threshold) at the time of the donation. Donations should have an appraisal or be supported by vendor catalog price listings, a supplier price quote, or other appropriate method. The campus president, or designee, is authorized to accept a gift up to \$100,000. Gifts in excess of \$100,000 must be accepted by the Chancellor or designee.

Leased

Capital leases, including OGS certificates of participation (COPS), installment purchase financing (IPF) programs, tax-exempt equipment leasing programs (TELP), or vendor financed lease arrangements for assets over \$5,000, where ownership transfers or will be purchased by the campus, should be recorded in PCS with a fund code **M** or **N** and a status code **Q**. Leased property with a value over \$5000 that is not purchased at the end of the lease (operating leases), should be recorded in PCS with fund code 8 and a status code of M.

Loaned to Campus

Property can be loaned to either RF or SUNY. For property loaned to SUNY use fund code **E** and status code **I** and for property loaned to RF use fund code **6** and status code **I** in PCS.

Transfers of Surplus Property

Inter-Campus transfers of vehicle and non-vehicle surplus equipment between state-operated campuses can take place directly between the releasing and receiving campus without System Administration or OGS approval. The PCS email list and "Repo" reports should be used to facilitate the notification of inter-campus availability.

OGS Surplus Property - OGS has Internet access to the New York Surplus Personal Property Availability Notice. The web site application is password protected and is available only to State agencies. The following instructions will allow you to gain access to the online Availability Notice.

- a. Go to the OGS web site at: <http://www.ogs.state.ny.us>
- b. Click on **STATE SURPLUS PERSONAL PROPERTY AUCTIONS** on right-hand side of page
- c. Click on **APPLICATIONS FOR STATE AGENCIES** on left-hand side of page
- d. Click on **AVAILABILITY NOTICE** on left-hand side of page
- e. You will then be prompted to enter a user ID and password. A guest ID and password will allow for view-only access User Name = **spp_guest** Password = **Prop4Sale**

Fabricated Property

Property which is assembled and constructed should include all related costs such as materials, labor, shipping, etc. Fabricated assets \$5,000 and above should be included in PCS with a single asset number.

Exclusions from PCS

The PCS should not be used to track, or account for, supplies, library books, livestock, buildings, or land. PCS can optionally be used to track antiques / works of art and campus-related entity assets.

C. Tagging

Upon receipt, all State owned equipment \$5,000 and above should be tagged with a SUNY decal containing the PCS asset number and the campus name. The presence of a SUNY decal signifies SUNY ownership and stewardship responsibilities. Bar code labels can be used to relate to the asset number in PCS. With a bar code reader, important information can be transferred directly to PCS such as campus code, asset number, and ownership. A bar code reader facilitates entering asset information in PCS.

Decals should be placed where they will not be damaged and can be accessed for physical inventory. If a decal is missing or damaged, the PCC should assign a new asset number and replace the old decal with a new decal that has the new asset number. Some property is not suitable for tagging such as software, equipment which may become very hot during operation, or antiques / works of art. For property that cannot be tagged, an asset number must be assigned and a record created in PCS. PCS description field(s) should note the distinguishing features of the property and that the property has not been tagged.

D. Physical Inventory

The New York State Accounting System User Procedures Manual directs that each state agency conduct a physical inventory of State-owned equipment. Each campus should have documented procedures for conducting an inventory. A physical inventory should be taken, and the results reconciled with the inventory records, at least once every two years. This is consistent with the federal governments *Office of Management and Budget Circular A-110* regulations. In addition, as required by OSC, campuses will be required to conduct a physical inventory of a portion of the equipment at least annually. It is the Property Control Coordinators responsibility to ensure procedures are communicated to campus departments to facilitate the physical inventory process. The inventory process should identify equipment on PCS that is missing, disposed of, or transferred, as well as equipment location or condition changes, and missing or damaged decals.

Assets not located during physical inventory should be promptly reported to the PCC and as appropriate to the campus Public Safety Office. The status code in PCS should be changed to **R**. This flags the item for follow-up on campus prior to final determination. Campuses are required to report the theft, loss or misuse of State assets in excess of \$1,000 (original cost) to the Office of the State Comptroller on a quarterly basis. In addition to submitting the report to OSC, campuses are also required to send a copy of the report to the University Controller's Office. Assets determined to be unaccountable should be retired from PCS after proper campus procedural authorization. Retire the asset using transaction type **8** and update status code to **F**, Unaccountable.

Location Changes

For permanent on-campus location changes, change location code in PCS. For transfers to another campus, refer to transfer procedures in *Transfers, Trade-in and Disposal of Equipment* section of manual. For temporary location changes, the campus must establish a process to track outside PCS.

Ownership Change

Property title may be transferred to the SUNY by RF upon completion of sponsored research or programs. This title transfer requires decal and database changes and the RF decal should be removed and a SUNY decal should be applied to the equipment. For an asset transfer from RF to State ownership, use the change transaction (transaction type 6) and change asset status code **6** to SUNY asset fund code **8**. If the RF asset to be transferred to the State was purchased with federal funds then the RF ownership code must be changed to a **T** on the State asset.

Modifications to Existing Property

For modifications and enhancements of \$5,000 and above to an original piece of equipment, the PCS record should be modified to include a description of the enhancement and its cost. A description of the modification should be entered into the Description field. The Original Cost field should reflect the additional value of the modification.

II. TRANSFERS, TRADE-IN AND DISPOSAL OF EQUIPMENT (Surplus)

The rules and requirements for a transfer, disposal, or trade-in of (1) non-vehicle related property and (2) vehicle and vehicle-related equipment are distinct. Further, the requirements for the disposal of state-owned property in poor or scrap (i.e., unusable) condition are different than usable equipment (i.e., in fair to excellent condition). The campuses should use the appropriate condition and status codes for equipment retired in PCS. Disposing of state-owned property, unless declared poor or scrap condition, regardless of cost or fund source must be processed through the Office of General Services (OGS). Copies of all records related to campus disposal of surplus property, or property transferred to OGS, have a minimum retention period of three years after property has been removed from the campus.

A. Non-Vehicle Surplus Property***Trade-in***

State-owned surplus equipment (other than vehicle and vehicle related items) may be used as trade-in credit against purchases of equipment, supplies, repairs, leases or services for state operations. The benefit derived from the trade-in must be in support of state operations and any resultant ownership must be with the State. A State trade-in can **not** be used in support of non-State operations, such as RF or campus-related entities. Vehicles may only be used as a trade-in for replacement vehicles and may not be traded-in for services.

The value of the trade-in must be applied to a current purchase and cannot be deferred or credited against future transactions nor exceed the value of purchase against which the trade-in credit is applied.

Retire asset using transaction type **8** and update status code to **H** (trade-in). The gross cost of the acquired asset should be entered in PCS, i.e., do not subtract out the value of the trade-in.

Transfer /Disposal

A campus developed Equipment Surplus/Transfer/Disposal Form (or any other process that leaves an audit trail, e.g., email) should be used for property which is no longer necessary within a department or campus location. This form, at a minimum, should include a brief description of the item, an asset number (if applicable), model and serial numbers, and condition of the property.

If the property is useable (fair to excellent condition), the PCC should notify the campus community to determine if another area on campus is interested in the property (suggested 30 day holding period) and arrange for property to be moved to surplus storage for retention until authorized to dispose/release it. The PCC should update the PCS record to reflect the location change if moved to another department. If the property is in poor or scrap condition, it should be disposed and/or recycled in accordance with state rules. Retire asset using transaction type **8** and update status code to **S** (campus disposition). Should no other department on campus express an interest in the item, the PCC should change PCS inventory status code to 4 - surplus and update the condition code, if applicable. This initiates the SUNY/ OGS surplus process.

(Note: this process can be used for equipment below \$5,000 by creating an asset record with PCS status of Surplus **4**). The asset will remain on PCS for 60 days as available for inter-campus transfer. The transfer of vehicle and non-vehicle surplus equipment between state-operated campuses can take place directly between the releasing and receiving campus without System Administration or OGS approval. The PCS email list and “Repo” reports should be used to facilitate the notification of inter-campus availability. The process for transfers between SUNY campuses is as follows:

Releasing campus should contact the receiving campus and have them assign a new asset number, Retire asset using transaction type **8** and update status code to **A** (transfer off campus).

Receiving campus should remove old decal and replace with a new one, assign a new asset number and update PCS original cost, C.O.R., and acquisition date data fields with data provided by releasing campus. New/used code should be set to **U**.

After 60 days if a transfer between campuses does not occur the OGS Surplus code will be programmatically updated to **1**; the campus PCC must complete NYS **Form CS-201, Report of Surplus Personal Property**, and send it to OGS.

OGS will make the item available to other State agencies (and will issue transfer authorization, if applicable) and/or will attempt to sell the property. If sold, once OGS receives complete payment they will issue written authorization to the buyer to pick up the item and send the PCC a copy of this authorization. When the item has been removed from campus, the PCC shall retire it from PCS and provide OGS with required documentation. Revenues received for equipment purchased with “special funds” is reimbursed with OGS Fiscal Services issuing a check to SUNY for deposit in the various accounts as indicated on the original reports of surplus, **Form CS-201**.

OGS may issue a Local Disposition Authorization (LDA) directly to the campus if it is unable to sell the surplus property. A campus receiving a LDA is responsible for ensuring the timely and effective disposal, receipt and appropriate deposit of any revenue derived, including applicable sales tax. Retire asset using transaction type **8** and update status code to **S**, Campus Disposition. If the campus sells the property they must issue a check from the sole custody account to NYS Department of Taxation and Finance for applicable sales tax collected and direct revenue from the sale to the appropriate account.

B. Vehicle and Vehicle-Related Equipment

All vehicle and vehicle-related property which is State-owned shall be made available to other departments on campus and other State-operated campuses as described above. Inter-campus transfer of SUNY-owned vehicles are handled directly between state-operated campuses. If a transfer is not made, regardless of condition (including poor / scrap) the campus must submit a *completed CS-201.1* along with the **Title (do not sign the Title)** and **registration** to OGS. OGS will make the item available to other State agencies (and will issue transfer authorization, if applicable). If the vehicle is to be sold at an OGS auction the campus must transport vehicle to auction site and OGS assumes authority and is responsible for disposing the vehicle.

C. PCS Surplus Reports

Monthly surplus reports should be reviewed to ensure the accuracy and completeness of the surplus activity and to check the availability of surplus property at other state-operated campuses. These reports

can be found on SUNY's online reports retrieval system referred to as **REPO**. Contact your campus security administrator to allow for access to **REPO** and the **PCS** menu item. To access information:

- Sign on and enter the **REPO** transaction code.
- On the Reports menu display enter **PCS**
- On the next screen, select the desired report by typing a **D** (for display) next to the report name; (other choices are listed at the bottom of the screen)
- On the next screen you will see the selected report title and the number of pages for your campus. Enter the starting and ending page numbers you wish to view.

At the bottom of the report display screen are instructions for navigating around the pages of the reports. The **F1** and **F2** keys allow you to go from page to page. The **F3** key is used to move within a page.

III. PCS DATA FIELD ELEMENTS AND DEFINITIONS

A. **Required** PCS data fields for all state-owned assets are **bolded**. Additional data elements required for RF assets are denoted with an asterisk (*). PCS codes are contained on **Exhibit A**.

1. Asset Number

A unique asset number (10 characters) is required to be affixed to each asset to serve as an item's identification and its linkage to the PCS database. Position 1-2, referred to as the asset prefix, must be the 3rd and 4th position of the SUNY campus number**. (e.g., campus 28020 would be **02**).

- PARS users have the option of pre-printed bar coded labels with or without their respective asset prefix in a ten digit bar code (with 1-2 identifying the campus) or an eight digit bar code (without the campus prefix).
- If the asset has a manufacturer serial number, which is readily visible, no asset tag number is required. Use the right-most six positions of the serial number in positions 3 to 8 for the asset number field. An ownership decal must be placed on the asset.
- An **R** in the 9th position of an asset signifies a RF asset.

** Exceptions for Stony Brook Health Science Center- Prefix **06** and Cornell - Prefix **C1** - Agriculture (2845), Prefix **C3** - Human Ecology (2847), Prefix **C4** - Veterinary Medicine (2849), Prefix **C5** - Industrial and Labor Relations (2848), Prefix **C6** - Geneva (2846), Prefix **C7** - Other (2850)

2. Transaction Type

Type#	Function / Purpose
1	Delete - to remove / correct an error
2	Add – add a newly acquired asset
3	Transfer - record asset movement on campus
5	Adjustment - adjust the original cost (+ COR)
6	Change - change any field other than original cost
8	Retire - remove an asset from PCS due to retirement
9	Negative Retirement - re-adds an asset retired in error

NOTE: For Negative Retirement (**9**) the transaction date needs to be the same as the original retirement transaction date. Transfer Partial (**4**) and Retire Partial (**7**) should not be used.

3. Transaction Date

Defaults to current date, tab over field without entering anything.

4. **Duplicate**
For input screens with the duplicate option, the duplicate mode enables data to be retained on the screen after entry and acceptance for re-entry under a different asset number. In this process any individual data element contents can be modified prior to acceptance under the new asset number. This reduces re-keying of information for repetitive assets. NOTE: Duplicate field must be reset to **X** each time screen is to be retained after acceptance.
5. **Retain Asset**
Set to **X**. Tab over field without entering anything.
6. **Campus Location**
Defaults to the standard SUNY campus number based on inputting campus. (**Exhibit B**).
7. **Building Abbreviation**
An alpha-numeric building abbreviation must match the SUNY Building Characteristics Inventory (**BCI**), Physical Space Inventory (**PSI**) or Building Exception files. If the building abbreviation used in PCS does not match any of these three (3) files, the screen input is rejected. Identification of new building construction or contemplated building name/number changes should be coordinated with the Campus Physical Space Inventory Coordinator.
8. **Room Number**
Room or space numbering convention should reflect the location of the asset and must conform with the PSI system. Room **Y&O** (YARD AND OUTSIDE) is used to identify equipment located outside buildings and room **ROOF** is used to identify equipment located on a building's roof.
9. **Department**
An eight-digit SUNY chart of account number is entered to provide departmental stewardship identification of each asset. An additional Chart of Accounts file is maintained by SUCF Information Services for equipment in the SUNY accounting system. Contact campus space inventory manager.
10. **Floor**
A two-digit numerical series to designate the various levels within a building or structure. 1st floor is **01**, 2nd floor is **02**, 3rd floor is **03**, etc. Other standard codes utilized are:

SB/00	SUB -BASEMENT	0B	BASEMENT
MZ	MEZZANINE	PL	PLAZA
97	PENTHOUSE/ATTIC	98	ROOF
99	YARD AND OUTSIDE		
11. **Off-Campus Location Flag**
A one-character code used to indicate that the asset is not located on campus or a branch of the main campus (building is not in Physical Space Inventory). Enter **X**, if asset is located off-campus.
12. **Class Code**
Standard code used to classify similar equipment. See class code file.
13. **Group (property account code):**
The primary group entered in PCS is Group 3.

- 3 (Group III) - Moveable equipment, not permanently connected to a structure. (e.g., vehicles, photocopiers, microscopes, lab equipment, furniture, software, etc.).

Other equipment groups available in PCS are:

- 1 (Group I) - Fixed Equipment items connected to, and are an integral part of, the building and are discrete and replaceable. (e.g., boilers, generators, air conditioning units) and are not part of a capital project over \$100,000. Note these equipment items do not need to be inventoried.
- 2 (Group II) - Fixed Equipment permanently connected to building services or the structure itself associated with operations and activities (e.g., walk-in refrigerators/coolers, fume hoods, laboratory benches, etc.) and are not part of a capital project over \$100,000. Note these equipment items do not need to be inventoried.

B Group B - HSC use only for building and land improvements.

14. Split Funding Indicator

A one-character code to be used when an asset has multiple funding sources and a separate asset number is used to represent each funding source.

P = PRIMARY SOURCE OF FUNDS (Largest portion of acquisition costs)

S = SECONDARY SOURCE OF FUNDS (Smaller portion(s) of acquisition costs)

15. Acquisition Date

The year and month acquired (YYYYMM). This date should reflect the date that equipment was placed in service. Generally, using the month received as an approximate date is reasonable.

16. Remaining Life (in years)

An estimate of the useful life of the asset. Hospital use only, but required field. We are working with our programmers to make this field optional. Until this is implemented campuses can just enter 10.

17. Remaining Life (in months)

We are working with our programmers to make this field optional. Until this is implemented campuses can just enter 00.

18. Fund Code

Represents the primary source of funds used to acquire the asset. All RF assets are coded Fund Code **6**, regardless of source (i.e., donated, Federal, etc.). (See **Exhibit A**).

19. Condition Code

Based upon asset condition upon receipt, physical inventory, or circumstances affecting condition change, a code should be assigned and/or updated to describe condition of the asset. (See **Exhibit A**)

20. Cost Code

Cost at acquisition will be based upon actual cost, gifts at fair market value, or an estimated cost. (See **Exhibit A**). Defaults to **A** (actual cost), if not entered.

21. Status Code

Utilization code assigned to active assets or indicates the basis for retirements. (See **Exhibit A**).

22. Quantity

Should always be **1**

23. **New / Used Indicator**

A one-character code used to indicate whether an asset was acquired as a new item or as a used item.

N = NEW, **U** = USED.

24. **Description**

Brief description to assist with asset identification (30 characters).

25. **Original Cost (OC)**

The original cost is the purchase price (less discounts) of equipment, including freight and installation costs necessary to place the asset in use, and in the case of donated assets, the fair market value of the asset at the date of acquisition. For assets acquired under lease, the OC should include applicable fees but exclude financing charges and maintenance costs. Dollar amounts are entered in **dollars and cents without a decimal point**.

26. **Utilization Factor**

Utilization of each asset as a percentage to reflect actual usage versus available usage.

27. **Date Received**

Month, day and year (MMDDYY) of arrival date at the user receiving point.

28. **Project Number**

SUCF project number under which a capital funded asset was acquired, if applicable.

29. **Manufacturer**

Name of manufacturer.

30. **Model**

Series, type and/or size as used by the manufacturer.

31. **Serial Number**

Alpha and/or numeric serial number specified by the manufacturer.

32. **Award Number ***

For assets purchased with RF funds, this field must contain the Oracle award number under which the asset was purchased. This award number is contained on the purchase order. For donated assets, the award number field should say "Gift".

33. **RF Ownership Code***

Research Foundation Ownership. A one-character code used to indicate the ownership status of a RF asset (fund code **6**, and / or an **R** in the 9th position of the asset number). (See **Exhibit A**).

For additional descriptions on RF ownership code see RF property procedure "Adding Property Records to the Property Control System".

34. **OGS Group**

Not used.

35. **Inclusion Code**

Hospital use only, indicates if an asset is to be depreciated. Defaults to **0** = depreciate. If **1** = Do NOT depreciate.

36. **Purchase Order Number**

The purchase order (**PO**) number under which an asset was acquired. The purchase order number is matched to other files; therefore, it is important that it be recorded exactly as it appears on the purchase order. Purchase order numbers with leading zeros should have the leading zeros recorded in the property record. For lease purchases the contract number should be used.

37. **Purchase Order Date**

Month, day and year (MMDDYY) of a purchase order or contract under which the asset was acquired.

38. **RF Sponsor Code** *

A three-position numeric code that identifies the organization that sponsors the program administered by the RF that purchased the asset. For most assets this is a System generated code. See RF property procedure “Adding Property Records to the Property Control System”.

39. **RF Award Type Code** *

A code that identifies the type of award that was the basis for establishment of an account, the purpose of which is to administer the award. This value will be simply an **N** for non-federal or an **F** for Federal. For most assets this is a System generated code. See RF property procedure “Adding Property Records to the Property Control System”.

40. **Warranty Number**

Manufacturer warranty number, if any.

41. **Warranty End Date**

The month, day and year (MMDDYY) of asset warranty expiration based upon the warranty terms.

42. **RF Award Purpose Code** *

A code that provides further classification of the purpose within an award type. For most assets this is a System generated code. See RF property procedure “Adding Property Records to the Property Control System”.

43. **Service / Cost Code**

S = Service Center and C = Cost Sharing

44. **Maintenance Cost**

Total accumulated maintenance cost for the asset used by campus to schedule/monitor maintenance.

45. **Maintenance Interval**

Interval information used by campus to schedule/monitor maintenance activity.

46. **Maintenance Code**

Used by campus to schedule/monitor maintenance activity.

47. **Maintenance Date**

The month, day and year (MMDDYY) used by campus to schedule/monitor maintenance activity.

48. **Negate Code**

This code is used exclusively to reverse a retirement made in error. When set to **X**, it indicates to the PCS that all dollar amounts for the given asset are to be processed with a sign opposite of that entered in the transaction. It is used for transaction processing and not maintained on master file.

49. Trend Exclusion Code

Trending to be applied to an asset's Cost of Replacement. Defaults to **0** – trended. If asset should not be trended, enter **1**.

50. Extraordinary Item

An asset that possesses some outstanding characteristics that must be considered should the asset have to be relocated, e.g., requires special floor supports or air-conditioning, etc. An **X** indicates an extraordinary item. Additional description fields can document the extraordinary condition.

51. Inspector Code

Not used.

52. Cost of Replacement (COR)

For assets acquired new, defaults to original acquisition cost. The COR is trended annually by System Administration.

53. Inspection Date

Not used.

54.-56. Campus Use Flags

Three alpha/numeric fields reserved for use by the local campus at their discretion. *Campus Flag 1* is two (2) characters; *Campus Flag 2* is four (4) characters; *Campus Flag 3* is eight (8) characters (SMIC).

III. PCS DATA FIELD ELEMENTS AND DEFINITIONS, cont.

B. Depreciation Data- Hospital Use Only

1. Depreciation End Date: The month/year through which the last depreciation was calculated. System generated.
2. Depreciation Begin Date: The initial depreciation year/month (YYYYMM).
3. Provision Switch: Indicates a variable used to calculate depreciation has been updated during the cycle.
4. Net Proceeds: Proceeds from the sale of an asset less expenses incurred in its disposal.
5. Depreciation Reserve: Amount of an asset's cumulative depreciation expense.
6. Period Expense: Amount of an asset's depreciation expense in the current depreciation cycle.
7. Year-to-Date Expense: Portion of an asset's cumulative reserve allocated to the current fiscal year.
8. Year-to Date Excess: Depreciation expense charged to previous locations or departments (identified via transfers) for the current cycle.

III. PCS DATA FIELD ELEMENTS AND DEFINITIONS, cont.

9. Current Provision : Depreciation expense for the current twelve-month period.
10. Future Provision: Estimated depreciation expense in the next twelve-month period.
11. Medicare Account Code A code indicating the standardized American Hospital Association (AHA) account code for which the asset qualifies. Valid codes and their AHA equivalences are:

1	=	Account 451	–	Land Improvements
3	=	Account 453	–	Buildings
5	=	Account 455-1	–	Fixed Equipment – Building Services
6	=	Account 455-2	–	Fixed Equipment – Built In.
7	=	Account 457	–	Major Movable –
12. Total Life: Generated by the PCS.
13. Normal Life: Life based on assigned class code.
14. Disposal Code: This code reflects the accounting treatment for the retirement or disposal of a depreciable asset. If the asset was traded-in, enter **T**, otherwise it should be blank (Note: Hospitals enter **1** to recognize gain or loss).

On an annual basis (normally prior to the start of the fiscal year), the COR in an asset record is trended by Systems Administration to reflect current Cost of Replacement. The previous COR is multiplied by a trend factor to derive a trended or current COR. Unit COR is calculated by dividing COR by quantity.

NOTE 1: If the information in any depreciation field needs to be changed, the asset must be deleted and then re-added to PCS.

NOTE 2: At the end of every year (Dec. 31) a depreciation report has to be run and during that time only adds, changes, adjustments and deletions can be processed. **NO** retirements until the books have been closed by SUNY Administration.

C. Property Master File Program Maintained Data

1. Original Campus Location Identification Campus number of an asset prior to its first transfer.
2. Original Building Location The building number recorded on an asset prior to its first transfer.
3. Campus Type Automatically assigned based upon campus location code.
4. Square Feet Obtained from PSI file. This field does not require user input.
5. Space Type Obtained from PSI file. This field does not require user input.
6. Space Name Obtained from the PSI file. This field does not require user input.
7. Record Added Date Date asset was initially added to the file processed in the update cycle. Not all asset records will have this entry.
8. Last Transaction Date Date of the last transaction to the property record (generated by PCS).

D. Activity Data

1. Activity Date System generated date based on when PCS record was created.
2. New Asset For asset number change activity, the new asset number.
3. Old Record Code For asset number change activity, the property master inactive record code (depreciable assets **only**).

IV. ENTERING DATA IN PCS- PROPERTY CONTROL DATA SCREENS

To access the PCS module, users must sign onto the SUNY online accounting (legacy) system. At the sign-on screen, users must input the applicable job function for PCS as assigned by the campus security administrator. Users may have more than one assigned job function. The PCS has various input screens to facilitate data entry. The applicable transaction code (**P101** through **P109**) must be entered.

The most common types of transactions are to add, adjust, change or retire an asset record. For each of these transaction types the applicable code must be entered in the ‘**TRAN TYPE**’ or “**TY**” field on the PCS screen as follows:

<u>Transaction Type</u>	<u>TRAN TYPE(TY)</u>	<u>Function / Purpose</u>
Add	2	Add a newly acquired asset
Adjustment	5	Adjust the original cost (+ COR)
Change	6	Change any field other than original cost
Retire	8	Remove an asset from PCS due to retirement
Transfer	3	Record asset movement on campus
Negative Retirement	9	Re-adds an asset retired in error
Delete	1	TO REMOVE / CORRECT AN ERROR

NOTE: Transfer Partial (**4**) and Retire Partial (**7**) should not be used.

Transaction Availability on Input Screens

Transaction	TRAN TYPE (TY)	P101	P103	P104	P105	P107	P108	P109
Delete	1	X		X				X
Add	2	X						X
Transfer (on-campus)	3	X	X	X				X
Adjustment (dollar amount only)	5	X		X	X			X
Change	6	X		X	X			X
Retire	8	X		X				X
Negative Retire	9	X						X
Additional Description	6					X		X
Asset Number Change	6						X	

Primary Input Screens

- **P101** – *Transaction Update*
- **P109** – *Asset Update*

Additional/specialized Input Screens

- **P103** – *Mass Transfer*
Screen allows a mass transfer of numerous equipment items from one location to another. An example would be when an entire department is relocated. The **TRAN TYPE** defaults to **3**. The building, room, department, floor - must have corresponding entry on both current location and new location fields.
- **P104** – *Transfer Update*
Screen allows the user to change, adjust, transfer, or retire data on an existing asset record. Transfers must have entry in location field (department, building, room or floor). Change transaction generated when an entry is made to life-year/life-months, condition, status, or utilization code. Adjustment transaction generated for entry of original cost. To retire an asset, enter the asset number, transaction date, update status code and in the **TRAN TYPE** or **TY** field, enter **8**.
- **P105** – *Maintenance Update*
Screen allows for changes for maintenance cost (new revised amount), maintenance interval, maintenance code, maintenance date, fund code, condition code, cost code, status code, original cost and cost of replacement.
- **P107** – *Additional Description*
Screen allows additional description fields to be changed, added or removed. There are seven lines of description fields for each asset record and each line is independently maintained as a separate field. Transaction type **2** (add) or **6** (change) must have entry in at least one description line. An asterisk (*) on transaction type **6** will delete only the respective line. Transaction type **1** (delete) – all description lines must be blank to delete all description lines.
- **P108** – *Asset Number Change*
Screen allows changes to the asset number if decal is damaged or missing. Position 1-2 (campus number) of the new asset must equal position 1-2 old asset.
- **P110 – P113**
System Administration and HSC use only

A. General Instructions for entering data in PCS:

- Enter applicable four (**4**) position PCS transaction code (i.e., **P101** through **P109**)
- The cursor will be positioned at the start of the first field available for input.
- Use the **TAB** key (not arrows) to move between fields on the screen.
 - Dollar amounts are entered in **dollars and cents without a decimal point**, except maintenance cost which is entered in whole dollars.
- Property Class codes must be on PCS class code file.
- All codes are validated against current PCS codes (See **Exhibit A**).
- Building abbreviation (**BLDG**) is validated against other SUCF database files (**BCI, PSI**).
- Typing an asterisk (*) in the first position of a field will reduce value to zero or blank.
- Certain fields in PCS have automated defaults and do not require input unless you want to change the default.
 - **Trans Date** Defaults to current date, tab over the field without entering anything.
 - **Campus** Set to SUNY campus number based on originating input campus.
 - **Retain** Asset On Screens. Set to **X**.

- **Cost of Replacement** Defaults to original cost at acquisition and is escalated annually.
- **Cost Code** Defaults to **A** – actual cost
- **Trend Exclusion Code** Defaults to **0** and COR will be trended.
- Date fields are either in six (6) position month/day/year (MMDDYY) i.e., April 26, 1994, enter as **042694**, or four (4) position year/month (YYYYMM) i.e., April 26, 1994, enter as **199404**. **PCS DATA FIELD ELEMENTS AND DEFINITIONS** reflects the date-field format.

B. Adding a Property Record in PCS

The following fields are required to add (transaction type **2**) an asset to PCS (use **P101** or **P109**):

FIELD	FIELD
1. Asset Number	17. Remaining Life – months
6. Campus Location	18. Fund Code*
7. Building Abbreviation	19. Condition Code
8. Room Number	21. Status Code
9. Department	22. Quantity
10. Floor	23. New / Used Indicator
12. Class Code	24. Description
13. Equipment Group	25. Original Cost
15. Acquisition Date	36. Purchase Order Number
16. Remaining Life – years	

*NOTE: Assets purchased with SUCF funds (fund code **1** or **2**), requires SUCF project number in PCS.

RF funded assets (fund code **6**):

- RF ownership code must be entered.
- **PO** number must be in RF encumbrance Master File.
- RF award number must match the award number on RF Oracle award master file.
- RF sponsor code, award type, and award purpose will be extracted from RF Oracle award master file, OR if entered, these codes should match the data from the RF Oracle award master file. If the RF award type and award purpose codes do not match the RF Oracle award master file, they should still be valid according to RF rules, with Warning message.

C. Adjustment to Property Record

Adjustment (transaction type **5**) is used to change the dollar value of the Original Cost for an asset record. Enter the amount of the adjustment necessary to the Original Cost in PCS. To decrease the dollar amount in PCS, the minus sign (-) must be entered immediately after the amount value (e.g., to reduce an asset record from \$10,600 to \$10,000 or \$600.00 enter “60000-”). Adjustments will proportionately adjust the cost of replacement (COR), if no COR adjustment is entered. If no change to the COR is required, an adjustment entry of **1** or one cent on the same screen should be made.

D. Retire a Property Record

Retire (transaction type **8**) is used to remove an asset from PCS due to retirement (**P104** is suggested). When entering a retirement transaction, update status code to provide a trail for type of disposal (e.g., campus disposal (**S**), transfer to other SUNY campus (**A**), surplus / OGS transfer (**B**), unaccountable (**F**), or stolen (**J**), etc.).

E. Change to Property Record

Change (transaction type **6**) is used to change any field other than original cost and cost of replacement. Examples include:

- Asset not located during physical inventory - Change status to **R** (hold for final determination).
- Asset declared surplus - Change PCS status to Surplus **4**
- Damaged decal - modify the old record to show the new asset number. (**P108** is suggested).

Change transactions for RF assets (fund code **6**):

RF award number is not validated at the point of data entry but is validated against the RF Oracle award master file in the batch update. If the award number matches, PCS master file is updated in the same manner as an add transaction, as described above. If the award number does not match a warning message is generated and corrective action by the campus is necessary to fix the error.

F. Transfers (on campus)

Transfers (transaction type 3) or change (transaction type 6) can be used to record asset movement on campus and change location code fields (**building, room, floor, department**). Refer to the transfers, trade-in and disposal of equipment section of the manual for transfers off campus.

G. Delete

Delete (transaction type 1) should only be used to remove an asset record that was entered in error, **NOT** to retire an asset. The delete function can also be used in **P107** to delete description fields. **After all required fields have been input, press the ENTER Key**

If no errors were detected, the screen will be returned with the input data erased and the following message: '**PREVIOUS TRANSACTION ACCEPTED**'. If the Duplicate field was set to **X**, the screen will be returned with the input data retained except **ASSET** and **DUPLICATE**.

If errors were detected, the screen will be returned with an asterisk (*) displayed at the extreme right side of the screen line on which the error occurred and the erroneous data will be displayed in high intensity.

TAB to the field in error and enter the correct information.

If required data is missing, the fields will be returned filled with question marks (????). **TAB** to the field, delete question marks and key in the required data.

PCS (Batch) Update Process

PCS is updated weekly. If errors are detected the following messages will occur:

- **Warning** – PCS record has been updated in the batch process, but the record should be reviewed (e.g., *Department* field does not match to chart of account file or **Building** does not on **PSI** file)
- **Rejected** – update has not been processed for **all** data (e.g., **Building** does not match **BCI**)

Monthly Purge

The PCS purge is run at the end of normal processing for the month as a separate transaction processing update. The criteria to select assets to be purged (physically removed from the PCS Master files) are as follows. The rules vary for two classes of assets – Moveable equipment coded as Group **3** and Fixed equipment coded as Group **1** or **2**.

Group 3 assets excluded from the purge:

1. Unit original cost > \$5,000 (*except for:* New Paltz, Oneonta, Oswego, Plattsburg, Cobleskill Farmingdale, Potsdam, Morrisville and Maritime)

Class code 850100 – Antiques & Artwork

Status codes: **4** – Surplus,
7 – Antiques and Artwork
Fund codes: **5** – ASC
6 – Research Foundation
K – Campus Foundation

2. Stony Brook Long Island Veterans home assets. Includes Bldg abbrev. of **LIVETS** or function code of **17** (pos. 3-4 of department code).
3. Hospital assets (Syracuse, Brooklyn, Stony Brook HSC) which are **not** fully depreciated.

Group 1 & 2 assets excluded from the purge

1. All Cornell, Binghamton, HSC at Brooklyn, and HSC at Syracuse assets
Fund code **5** – ASC
2. Depreciable assets – hospital use only (book inclusion code = **0**)
Status codes: **4** – Surplus
9 – Excess to needs (internal campus surplus)
Fund code **F** - State-owned ASC equipment for selected campuses.

FOUNDATIONS FOR PROPERTY MANAGEMENT PROCEDURES

<u>Requirement</u>	<u>Primary Basis</u>
1. Maintain equipment inventory of items with threshold value.	NYS Accounting System User Manual (OSC), Section 3.0400.
2. Establish State equipment unit cost control value (threshold value).	System Administration and Finance and Business.
3. Tag State equipment below unit cost control value to show ownership.	NYS Accounting System User Manual (OSC), Section 3.0400.
4. Conduct annual inventory of State equipment.	NYS Accounting System User Manual (OSC), Section 3.0400.
5. State ownership and State requirements apply regardless of portion of acquisition with State funds.	Standard Operating Procedures.
6. Use of State funds/trade-in of State assets only if acquired asset is State owned.	Standard Operating Procedures.
7. State assets cannot be transferred out of State control without appropriate OGS disposition authorization.	State Finance Law, Section 178.
8. SURF asset inclusion in PCS.	Agreement between SUNY and SURF.
9. Definition of SUNY fixed asset as State and SURF.	System Administration, Finance and Business definition of SUNY's financial statement accounts. NYS Accounting System User Manual (OSC), Section III-1.
10. Establish SURF equipment unit cost control value.	SURF compliance with Federal A110 regulations.
11. Conduct biennial inventory of SURF equipment.	SURF compliance with Federal A110 regulations.
12. Annual inventory of SURF insured equipment.	SURF requirements for insured equipment.
13. Gift acceptance procedures and dollar thresholds.	SUNY Procedures Manual and The Research Foundation of State University of New York Property Management Manual.
14. Reporting of theft/loss to OSC.	NYS Accounting System User Manual (OSC), Section 7.0200, System Administration, Finance and Business, Memorandum B-456, B-177 and B-322.
15. Surplus State property by OGS.	State Finance Law, Section 178.
16. SURF equipment surplus procedures.	SURF compliance with Federal A110 regulations.

Processing Overview of Property Control System

DAILY –

- **PCS online** contains data from P101-P113 screens.
- Data edited for valid codes/cross relationship:
 - a. Data edited against **PCS Class Code file**.
 - b. Data edited / transferred from **SURF Grant File**.
- **PARS** contains transfers, changes and asset number change transactions.

WEEKLY –

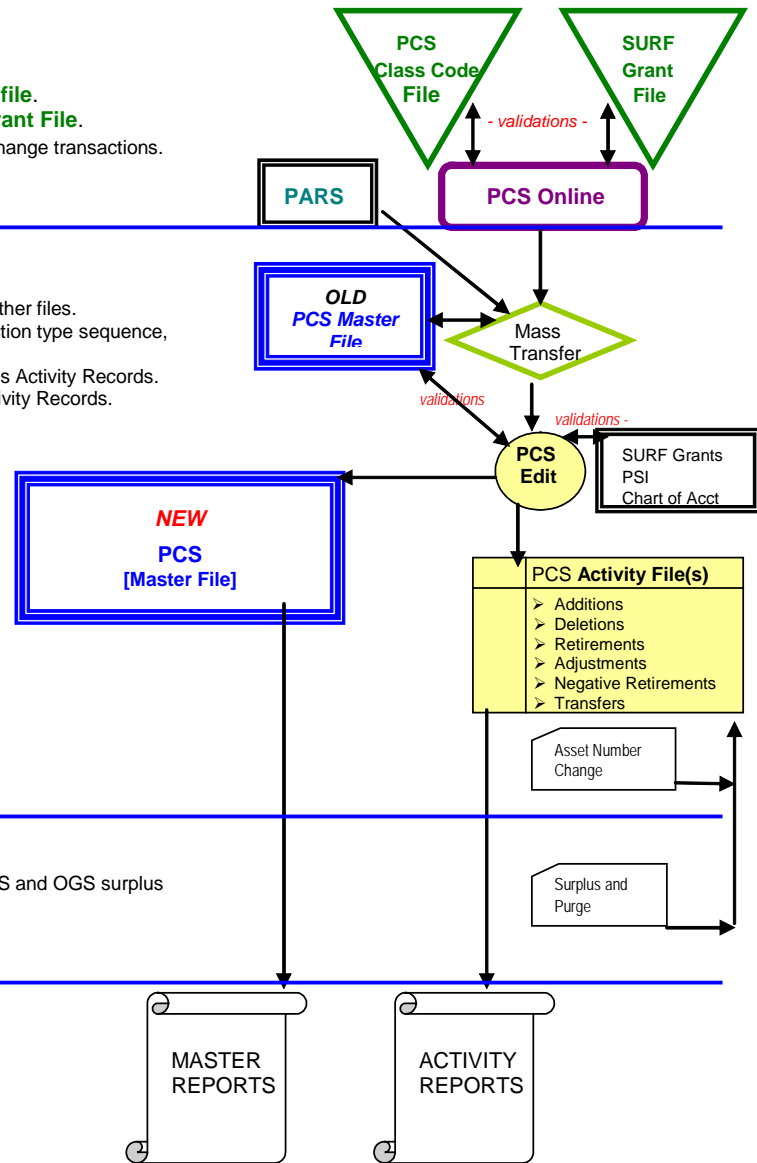
- Mass transfer generates transfers or changes:
 - a. Edits transaction and moves data from other files.
 - b. Transactions processed in date / transaction type sequence, checking for duplicate transactions.
 - c. Updates Property Master File and creates Activity Records.
 - d. Changes Asset Number and creates Activity Records.

MONTHLY –

- Monthly purge of non-qualifying items (under \$5000) PCS and OGS surplus status update results in an additional update cycle.

AS REQUIRED –

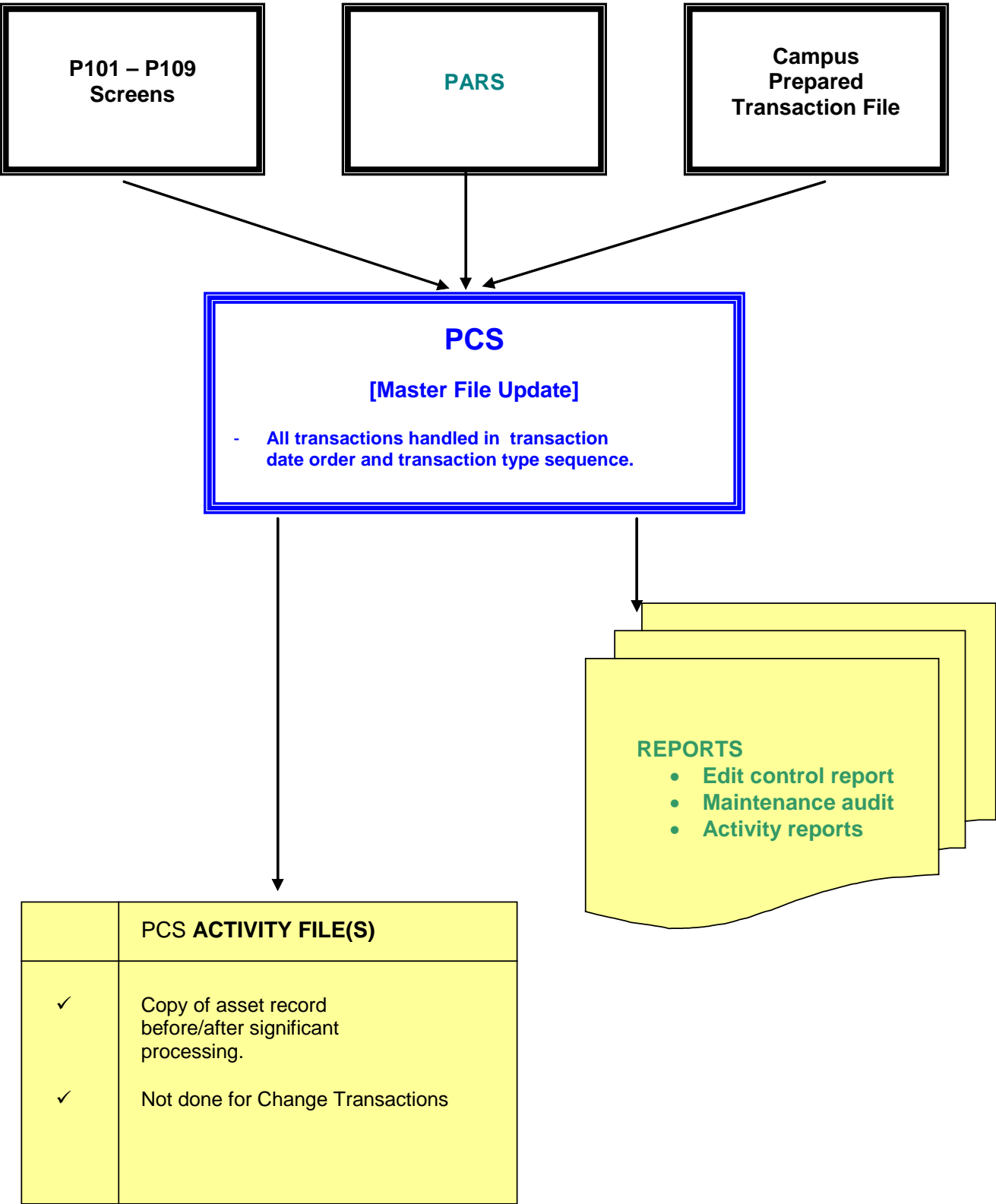
- Property Master Reports:
 - a. Online data query.
 - b. SUNY reports via network / hard copy.
 - c. File via network.
- Activity reports:
 - a. SUNY reports via network / hard copy.



NOTES –

1. Property Master contains asset records with respective additional description. Additionally, for Stony Brook, HSC Brooklyn and HSC Syracuse, depreciable asset inactive records (retirements & transfers) are on Property Master. These inactive records remain on the Property Master until the respective campus completes its annual depreciation cycle and authorize inactive record purge.
2. Monthly university-wide purge is executed after the last weekly update for the month. This generates deletion and return transactions for all records meeting purge criteria. Deletions and returning result from purge are included in activity file.
3. Activity records are available to support reporting for current PCS fiscal year, plus the entire prior PCS fiscal year.
4. Property Master files are available to support reporting for current PCS fiscal year and for previous three fiscal years.
5. Monthly cycle is closed on the last Friday of the month.
6. There is special Property Master File retention for Health Science Centers' hospital and SURF reporting.
7. Validations of data:
 - a. Class Code - validates PCS class code
 - b. PSI - SUNY Physical Space Inventory used for campus/building/room validation.
 - c. Chart of Account - validates department number.
 - d. SURF Grant - validates SURF grant number / PO number and records SURF account / sponsor code.

Update Process



REPORTING

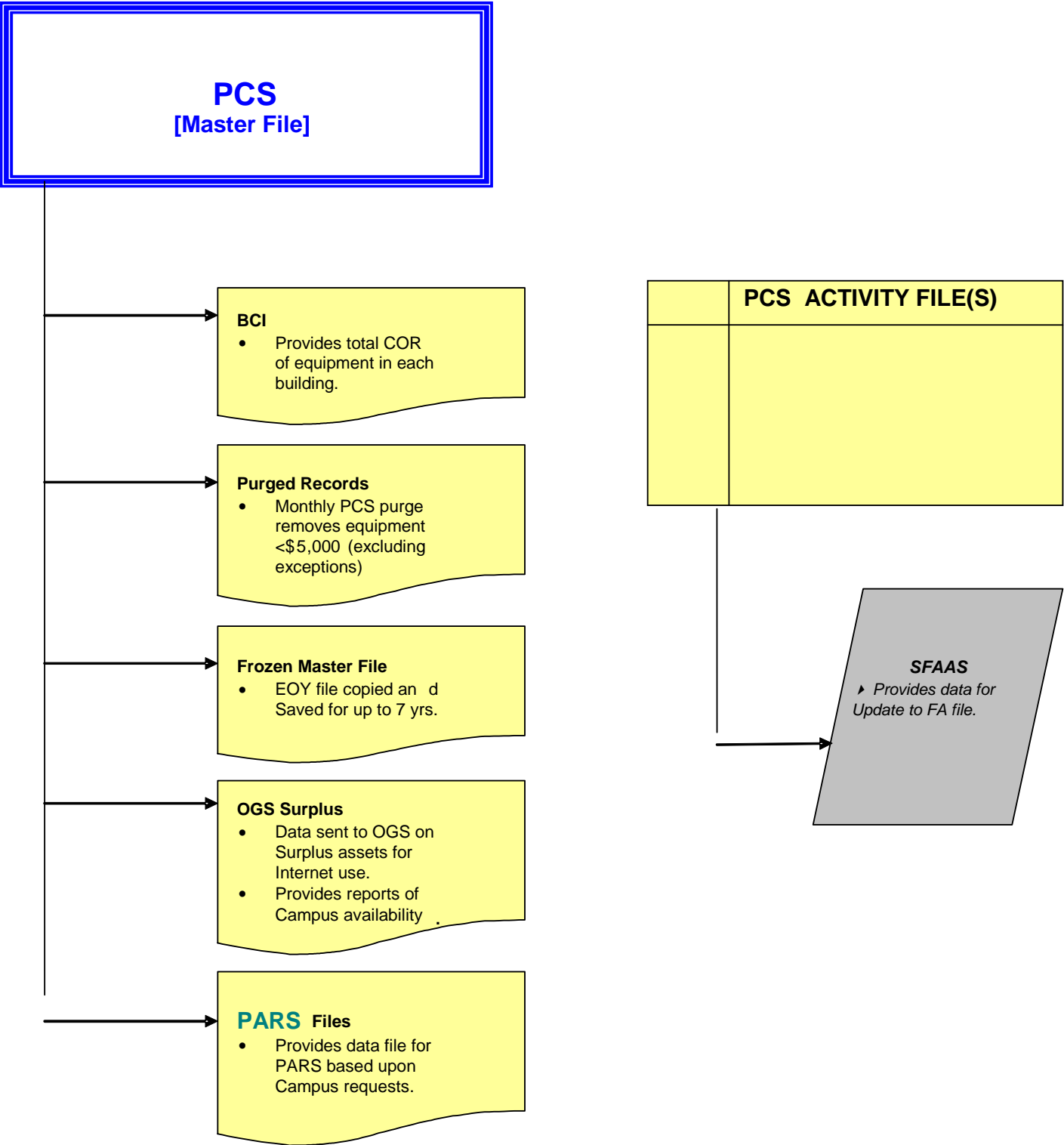


- SOURCE OF DATA REGARDING CURRENT CAMPUS INVENTORY.
- SUPPORT SUNY / RF END-OF-YEAR REPORTING REQUIREMENTS.
- FILE IS ESCALATED AT END OF FISCAL YEAR TO INCREASE COR VALUES ACCORDING TO NATIONAL FACTORS.
- USED TO PRODUCE CAMPUS-REQUESTED DATA FOR TRANSMITTING TO CAMPUS.
- SUPPORTS OF DATA FOR DATA QUERY REPORTS.
- SOURCE OF DEPRECIATION DATA FOR HOSPITAL.
- SOURCE OF OGS SURPLUS ASSET DATA.

	PCS ACTIVITY FILE(S)

- ★ ARCHIVAL DATA USED FOR PROCESSING ANALYSIS.
- ★ LIMITED TIME PERIOD.
- ★ PRODUCE MONTHLY SUMMARY OF PROCESSING.
- ★ SUPPORTS CAMPUS REQUESTS FOR INFORMATION.

Other Processes



PROPERTY CONTROL SYSTEM MANUAL

Exhibit A

PROPERTY CONTROL SYSTEM CODES

FUND CODE

- 1 State, Capital – First Instance (bonded)
- 2 State, Capital – Hard Dollar (appropriated)
- 3 State, Operating
- 4 Dorm Authority
- 5 ASC
- 6 Research Foundation
- 7 Gift
- 8 Other
- 9 Mixed Source Funds
- A Federal
- B Endowment
- C Grant
- D Income Fund Reimbursable
- E Loan
- F ASC – State-owned
- G Dormitory Replacement
- H Operating Replacement
- J Dorm operating and Dorm IFR
- K Campus Foundation
- L Hospital operating and Hospital IFR
- M Capital Lease / Purchase Title w/State – COPS / IPF
- N Tax-exempt Leasing Program (TELP)

- 1 To OGS
- 2 OGS Disposition Authorized
- 3 Other Disposition

SURF OWNER CODE

- A RF Administrative Equipment
- B RF Research Equipment *
- C Contractor Acquired Equipment **
- D RF Donated Equipment (generally Title)
- G Federal Government Furnished Equipment **
- I SURF Funded/Insurable *
- L Loaned Equipment **
- N Non-Federal Grant Equipment *
- O RF Institutional Support (other)
- R Federal Grant *
- T Transfer of Ownership from RF to State (non-RF assets only)

NOTE: * Title vested with RF

** Title not vested with RF

EQUIPMENT GROUP (Property Account Code)

- B Building, Land Improvements * (HSC only)
- 1 Built-in, Building Support
- 2 Built-in, Other
- 3 Moveable

OFF CAMPUS

- X Asset Located Off-Campus

NEW / USED

- N New
- U Used

SERVICE CENTER / COST-SHARING CODE

- S Service Center Code
- C Cost-sharing Code

OGS SURPLUS

PROPERTY CONTROL SYSTEM CODES

STATUS CODES

NOTE: Transfer Partial (4) and Retire Partial (7) should NOT be used.

Active

- 1 In Use
- 2 In Use – Limited (<1yr.)
- 3 In Storage
- 4 Surplus – University-wide Surplus
- 5 Under Repair
- 6 Not in Use – Planned Repair
- 7 Antiques & Art work
- 8 Shared Utilization
- 9 Excess to Needs – Available for Internal Campus Surplus
- G On Loan – Out
- I Loan – In
- M Leased Equipment – operating
- N Obsolete – In Use
- Q Lease / Purchase Title w/State – COPS / TELP
- R Re-inventory / Review

Retired (Description next page)

- A Transfer [to another campus or NYS unit, from RF to SUNY]
- B Surplus [OGS surplus process]
- D Insurance Claim [claim documentation]
- F Unaccountable/lost [NYS User Procedure Manual vol. XI, § 7.02]
- H Trade-in
- J Pilferage / Stolen
- P Transferred from State control
- S Campus Disposal (non-vehicle)

CONDITION CODE (Description next page)

- E Excellent
- G Good
- F Fair
- P Poor
- S Scrap

SFAAS CODE [System Administration – only]

- X Fixed Asset – Ongoing activity
- R Removed as Fixed Asset

SPLIT FUND

- P Primary Source of Funds
- S Secondary Source of Funds

COST CODE

- A Actual
- E Estimated
- M Fair Market

TRANSACTION TYPE CODES

- 1 Delete - to remove / correct an error
- 2 Add - add a newly acquired asset
- 3 Transfer - record asset movement on campus
- 5 Adjustment - adjust the original cost (and COR)
- 6 Change - change any field other than original cost
- 8 Retire - remove an asset from PCS due to retirement
- 9 Negative Retirement - re-add an asset retired in error

Retirement Status Codes

A – Transfer
 B – Surplus
 D – Insurance Claim
 F – Unaccountable/lost
 H – Trade-In
 J – Pilferage/Stolen
 P – Transferred from State control
 S – Campus Disposal

Requirements

To another campus or NYS Unit, or from RF to SUNY.
 OGS surplus process.
 Claim Documentation.
 NYS User Procedure Manual Vol. XI, Sect 7.02
 Purchase documentation.
 NYS User Procedure Manual Vol. XI, Sect 7.02
 Lease termination
 Poor and scrap (unusable) non-vehicle
 OGS surplus process not required

Condition Codes

<u>Condition</u>	<u>Definition</u>
E - Excellent	New and/or unused equipment.
G - Good	Used equipment which has not deteriorated in condition or appearance, and which can continue in use without repairs or renovation.
F - Fair	Used equipment that has deteriorated in condition and/or appearance. Can be continued in use but may require repairs or renovation (i.e., mechanical, electrical) within one year.
P - Poor	Used equipment that has deteriorated in condition and/or appearance and which may require minor repairs or renovation prior to limited immediate use.
S - Scrap	Equipment which has no value other than basic material content. This condition includes equipment which has been cannibalized for spare parts. Equipment requiring significant repairs, for which parts are not available, or non-reparable items shall be reported under this condition.

NOTE: Obsolescence should not impact condition. It is important that all assets which are reported as surplus have their conditions stated using these definitions.

STATE UNIVERSITY of New York**CAMPUS NUMBERS**

CAMPUS	CAMPUS CODE
University at Albany	2801
Binghamton University	2802
University at Buffalo (+ HSC)	2803
University at Stony Brook (+ HSC)	2805
HSC at Brooklyn	2810
HSC at Syracuse	2811
Brockport	2815
Buffalo State	2816
Cortland	2817
Fredonia	2818
Geneseo	2819
Old Westbury	2820
New Paltz	2821
Oneonta	2822
Oswego	2823
Plattsburgh	2824
Potsdam	2825
Purchase	2826
Institute of Technology / Utica Rome	2827
Empire State	2828
Alfred	2835
Canton	2836
Cobleskill	2837
Delhi	2838
Farmingdale	2839
Morrisville	2840
Environmental Science and Forestry	2855
Maritime	2857
Optometry	2858
Alfred Ceramics	2851
Cornell Statutory Colleges	2843
System Administration, SUNY Plaza	2865
New York Network, Albany, NY	2983
State University Construction Fund	2899

Forms and Instructions

1. **New Equipment** (Equipment Addition Forms, HSCB-1-F-470-R2-11/00 – State Equipment Only [see Exhibit A1] and HSCB-001-F-470-R2-11/92 – Research Equipment Only [see Exhibit B1]) Purchasing sends the Property Control Office a copy of all equipment purchase orders (PO). Property Control reviews the POs determine which items should be tagged and added to the PCS. For each eligible item the Property Control Office will initiate an Equipment Addition Form and forward it to the location unit or S.M.I.C. depending on the delivery point. Upon receipt of an EA form, the Equipment Coordinator should proceed as follows:

- (1) File the Equipment Addition form with the department copy of the PO pending receipt of goods
- (2) When the equipment arrives, pull the PO and Equipment Addition form. Check the goods in as usual, sign and forward the PO to Accounts Payable, Box 54.
- (3) Complete section C of the Equipment Addition form and sign it. Note the asset number, description and location on the unit equipment lists.
- (4) Forward the complete EA form to the Property Control Office, Box 82.

NOTE 1: TRADE INS: When a tagged item is traded in for a discount on a new equipment purchase, the department should note this (including the decal number of the trade-in item) in the body of the purchase requisition. Property Control will then retire the trade in item from the PCS.

NOTE 2: REPLACEMENT EQUIPMENT: The campus Purchasing Unit requires departments to send surplus report forms along with the Purchase Requisition form when replacement equipment is being ordered. Purchasing will forward a surplus form to the Property Control Office. This allows the surplus process to begin before the new equipment arrives in order to expedite the removal of old equipment.

NOTE 3: EQUIPMENT UPGRADES, REPAIRS: The campus Purchasing Unit requires departments to provide the campus tag number to be included on Purchase Requisitions involving equipment upgrades, repairs, and maintenance. This information will be placed in an additional description field.

NOTE 4: GIFTS/DONATIONS: Donated assets to the campus must be formally accepted by the University and entered in to the Property Control System. Regulations surrounding such gifts are numerous including some requiring formal acceptance by the SUNY Board of Trustees. Any department contemplating acquisition of a donated asset must contact the PCS Office to determine the specific process required for the proposed gift Acceptance.

NOTE 5: OFF CAMPUS: When new equipment is located off campus, the PCO will send an “Off Campus Memo” (see Exhibit Q) along with a copy of the purchase order and the asset tag to be affixed to the equipment, to the off campus location. Upon receipt of the memo, the off campus location will tag the equipment, note the model & serial numbers on the memo, sign & date where indicated, fax a copy back to the PCO and retain the original. The PCO will then “X” the Off Campus field indicating that the equipment is located off campus; the Status will be “G” for On Loan and indicate where it is located in the additional description field.

2. **Equipment Transfer** (Transfer Form DMC 002 R1470 (8-85) [see Exhibit C]) When tagged equipment is permanently transferred from one unit to another or one room to another within the same unit, the account and/or location must be changed in the PCS accordingly. A transfer form is used to notify Property Control of the change which must be made to the asset record(s).

NOTE: For items requiring movers, the PCO will send copies of the equipment removal form to Hospital Environmental Services (for Hospital moves) or FM&D contracted movers (for Non-Hospital moves). This form acts as the “work order” to move the items. If items are being moved between campus buildings, the movers will need an “Equipment Removal Form” (see Exhibit F) so that Security Guards will allow the equipment to be removed.

Equipment Transfer – (cont’d)

The procedures for all equipment transfers are as follows:

- (1) The Equipment Coordinator for the unit from which the equipment is being moved completes the following fields on the Transfer form (see Exhibit C)

- Date
- Date move must be completed by
- Check if movers are required
- Asset number (decal #)
- Item description
- From location (building, room, floor)
- Account to which the item is presently charged
- To location (building, room, floor)
- Account the item will be charged to
- Name of from location unit
- Signature
- Name of to location unit

- (2) Take appropriate actions to move equipment, update equipment lists and distribute copies of the Transfer form, as outline below.
 - (3) If the equipment is going to a new unit, the new (“TO”) unit Equipment Coordinator reviews the location and account written on the Transfer form, correct if necessary, signs the form and forward it to Property Control, Box 82.
 - (4) When move is completed, the Equipment Coordinator is required to sign, date and return the completed form to the Property Control Office, Box 82.
3. **Surplus Disposal** (Report of Surplus Property, form HSCB-0003 F470 R6 (1/16) [see Exhibit D]). When a department wishes to dispose of any equipment that is unusable, obsolete or excess to department needs, regardless of whether or not the item is tagged the EC should proceed as follows:

1. Complete a Report of Surplus Property form with the following information:

- A. The name, phone number, department name, account number and DMC box number of the person reporting the surplus property.
- B. The building and room number where assets being reported are physically located.
- C. Asset Number of each item being surplus (place a N/T- if item is not tagged).
- D. Item description-give as much information as possible including manufacturer, model and serial number.
- E. Condition of the assets.

- F. Indicate whether the item is “working” or “not-working”
- G. Please indicate any special instruction for removal of equipment, any necessary special handling (hazardous, fragile, heavy, large etc).
- H. The unit head or Equipment Coordinator must sign and date the form, authorizing disposal.
- I. Up to 9 pieces of equipment can be reported per form.
- J. Submit the form(s) to the Property Control Office, Box 82

NOTE 1: The form should contain as much information as possible since this is the information transmitted to all SUNY campuses and to the Office of General Services for disposition approval. If another campus needs the item they can arrange for a transfer. Minimal information makes it difficult to assess the potential use of the asset.

NOTE 2: If surplus equipment contains a refrigerant (Freon), the FM&D Refrigeration Shop must be contacted to remove the Freon, prior to disposal. FM&D will place a notice on the equipment once the Freon is removed (see Exhibit O).

2. Upon receipt of the Surplus form the PCO will:

- A. Arrange to have the asset(s) moved by sending the appropriate removal forms to either Hospital Environmental Services or the Contracted Movers.
- B. Property Control will issue a PC control number for all forms received and forward a copy back to the equipment coordinator. The PCO will return sufficient copies of the surplus form to the equipment coordinator so that they can be affixed to the surplus items.
- C. If assets were purchased with Research Foundation (RF) Funds then the PCO will complete a Property Status Change Request form, and forward it to RF Administration for approval (see Exhibit K).
- D. When a motor vehicle or motorized equipment is surplus the PCO will forward a NYS form CS-201, Report of Surplus motor Vehicles and Motorized equipment (see Exhibit L) to the EC to be completed and forwarded to the Office of General Services. (These items become part of a state wide auction.)

3. If equipment is surplus in excellent to fair condition, the PCO will:

- A. Notify the campus community to determine if another area on campus is interested in the property (suggested 30 day holding period) and arrange for property to be moved to surplus storage for retention until authorized to dispose/release it. The PCO will update the PCS record to reflect the location change if moved to another department.
- B. Should no other department on campus express an interest in the item, the PCO will change PCS inventory status code to 4 - surplus and update the condition code, if applicable. This initiates the SUNY/ OGS surplus process. (Note: this process can be used for equipment below \$5,000 by creating an asset record with PCS status of Surplus 4).
- C. The asset will remain on PCS for 60 days as available for inter-campus transfer. The transfer of vehicle and non-vehicle surplus equipment between state-operated campuses can take place directly between the releasing and receiving campus without System Administration or OGS approval.
- D. After 60 days if a transfer between campuses does not occur the OGS Surplus code will be programmatically updated to 1; the campus PCO will complete NYS Form CS-201, Report of Surplus Personal Property (see Exhibit P), and send it to OGS. OGS will make the item available to other State agencies (and will issue transfer authorization, if applicable) and/or will attempt to sell the property.

E. If sold, once OGS receives complete payment they will issue written authorization to the buyer to pick up the item and send the PCO a copy of this authorization.

F. Once the item has been removed from campus, the PCO shall retire it from PCS and provide OGS with required documentation.

G. OGS may issue a Local Disposition Authorization (LDA) directly to the campus if it is unable to sell the surplus property. Retire asset using transaction type **8** and update status code to **S**, Campus Disposition.

For more information, visit the OGS website at: **WWW.OGS.STATE.NY.US**

4. If equipment is surplus in poor or scrap condition, the campus is authorized to dispose of equipment. Disposal can be done in the following manner:

A. Discard in the dumpster, unless equipment contains hazardous waste material which then must be recycled.

B. Recycle by bringing in certified vendors. Equipment with electronic components such as computers and monitors contain lead, silver, cadmium and other heavy metals (see Exhibit M).

C. Allow interested parties to permanently remove the surplus equipment from the campus with a copy of the Report of Surplus form and Equipment Removal form. **We strongly suggest that a payment is made at the Bursar's Office to the SUNY General Income Fund. The remover should keep a copy of the receipt in their records and forward a copy to the PCO** (see Exhibit N).

4. **Equipment Thefts** (Request for Removal of Accountability for Stolen equipment, form HSCB 004 F470 R1 (3/89) [see Exhibit E]).

Stolen equipment must be reported to the University Police Department, so that an attempt can be made to recover the item and identify and prosecute the thief. The Public Safety Officer will complete a NYS Incident Report form DCIS-3205-2 (3/93) [see Exhibit E1]. If the item is on the PCS inventory, it must be retired as stolen. In addition, the Public Safety Office must periodically report all stolen property to the Office of the State Controller (OSC). Therefore, this procedure must be followed to report all property thefts, regardless of whether or not the item is on the PCS.

(1) Call the Department of Public Safety (X 2626) and report the loss. Meet with the Safety Officer to supply details of the circumstances surrounding the loss and a description of the property.

(2) Complete a Removal Accountability for Stolen Equipment form (see Exhibit E). Retain a copy for your department records. Forward a copy to the Property Control Office (Box 82). Public Safety shall make these forms available at the time of reporting of theft by departments.

The Public Safety Office will report the loss to OSC and after receiving approval, Property Control will retire the asset.

5. **Loan/Removal of Property from Campus Buildings** (Equipment Removal form HSCB 006 R1 F509 (8/86) [see Exhibit F], and Status of Equipment on Loan, form DMC 005 R0 F470 (8/83) [see Exhibit H])

In cases where equipment will be temporarily transferred to another location, a transfer form need not be completed by the department. The Property Control Office will not post a location change to the PCS. The item will be considered on loan and the Equipment Coordinator will be expected to make a note of the loan in the department's asset equipment list records and follow up to ensure the safe return of the equipment.

In cases where loans will be 6 months or more or where a loan is extended indefinitely, a transfer form should be submitted by the department to Property Control for posting to the PCS. In all cases, in order to prevent unauthorized removal of DMC property no item or equipment will be permitted to leave the premises without the proper authorization.

(1) Complete the DMC Equipment Removal Form as follows:

- Name of person removing equipment
- Date _____ Time _____
- Department, Building, and Room # where item was removed from
- Extension (phone) which can be called to verify
- Reason for removal
- Expected date of return
- Signature of Department Head
- Signature of remover
- Item description, manufacture and asset tag number

(2) When exiting from the building (with the property) present the Equipment Removal (all copies) to the Safety Officer on duty

2a. Officer completes “Removal” section and gives “Bearer” copy to person removing item(s).

2b. Officer submits University Police and PCO copies to headquarters (Public Safety Office). HQ forwards copy to the PCO.

(3) When bringing the property back into the building, present the “bearer” copy of the Equipment Removal form to the Safety Officer on duty.

3a. Officer completes “RETURN” section of bearer copy and retains copy and submits this to Headquarters

(4) University Police Department keeps a file of the Equipment Removal forms. On a monthly basis they will review the file and, for any items showing an expected date of return a month or more past, notify the Property Control Office. Property Control will send a Status of Equipment on Loan (see Exhibit H) to the appropriate location unit Equipment Coordinator.

(5) The Equipment Coordinator must contact the person who borrowed the equipment to ensure its return or revise the expected date of return. Complete the bottom portion of the Status of Equipment on Loan form, and return it to Property Control.

(6) If the loan has been extended indefinitely or the item permanently transferred to another unit, complete a transfer form and forward it to the Property Control Office. Cross the item off unit equipment lists.

NOTE: The Equipment Removal Form when signed by the Property Control Office acts as a work order for the movers or Hospital Environmental Services to transfer equipment between campus buildings.

6. **Bringing In/Removing Personal Property** (Personal Property Form, HSCB-008-F509-R0-(01/90) [see Exhibit G])

Any person bringing into a campus building equipment of significant value not belonging to Downstate Medical Center, the SUNY Research Foundation, or the Faculty Student Association must adhere to the following procedure to register the equipment with the Public

Safety Department in order to be permitted to remove the item at a later date. This includes (but is not limited to) vendor demonstration or loaner equipment, personal property (such as radios, tape recorders, or cameras), and professional corporation property not intended to remain indefinitely at Downstate. Professional corporation property intended to remain on campus indefinitely need not be so registered; if it is not, however proof of ownership will be required for removal of the property at a later date.

The person bringing personal property into a campus building must complete a Personal Property form ((HSCB-008-F509-R0-(01/90) [see Exhibit G]) and present it to the Public Safety Officer on duty at the entrance

(1) Complete the form as follows:

- Name
- Department (if DMC employee) or Company Name
- Quantity
- Item description, Manufacturer, Model and Serial Number
- Destination-Room-Department

(2) Sign the form in the Officer's presence.

(3) Retain the bearer copy of the form

(4) Present the bearer copy of the Personal Property form to the Officer on duty when removing the property from the building. Sign the form in the departure column, in the Officer's presence. The Officer will verify that the form original is on file in the University Police Office and then allow the person to exit with the property.

7. **How to Perform a Physical Inventory**

A current report of all assets listed on the PCS database under departmental account codes, will be sent out prior to a physical inventory project begin date. The Department Head, Administrator, or Equipment Coordinator involved in the physical inventory will review the report:

1. Place a check mark to the left of the asset number if the asset is located in the room designated on the report. Make any corrections to the asset's description, model, serial #, condition, status, or the departmental account can be made by crossing out the incorrect information and placing the correct information to the right of the incorrect information. The use of red ink is most helpful for these corrections.

2. Circle the asset number if the asset is listed on the report, but not located in the designated location.

If the room user, who should accompany the inventory team, knows the correct location, the correct location should be noted to the left of the circled asset number.

3. At the bottom of the listing, add the asset number of any items found in the room (which has a DMC asset tag) which does not appear on the listing with a description of the asset and all the data listed in item number 1.

It is very important that the inventory sheets are clearly marked, since data input personnel will enter all numbers and letters exactly as they appear [e.g. Letter "O" versus numeral zero "0" and letter "S" versus numeral five "5"].

See Exhibit J for an example of the current PCS report being used and Exhibit K for examples of various asset tags used at DMC.

Each department is required to assist the PCO in completion of the physical inventory for their locations.

After a physical inventory is completed, the PCO will generate a report of Assets Not Found to the department Equipment Coordinator for review and follow up. The PCO will then input the finalized data from the inventory sheets and generate new asset inventory reports to the departments for their files.

I. HOW TO READ PHYSICAL ASSET TAG vs. PCS ASSET NUMBER

1. The PCS asset tag number is alphanumeric with 10 digits.

CC S NNNNN XX

C = Campus Code (All DMC assets begin with 10 which stands for the campus code of 2810)

S = "S" for state assets, "4" for Research Assets or "0" for Faculty Student Association (FSA)

N = Asset tag number

X = "00" for State Asset, "R0" for Research Asset, or "FS" for FSA Assets

Exceptions: X = "0S" for State Asset – Software, "0L" for State Asset – License

N XX = "SR0" for Research Asset – Software, "LR0" for Research Asset – License

BE004FNNNN asset tag number for Fixed Assets (Group 2). These assets are not entered into PCS and no physical tag is placed on the equipment.

EXAMPLES

<u>Asset Type</u>	<u>Asset Number</u>
1. State Asset	10S6810400
2. Research Asset	10462650R0
3. FSA Asset	10000456FS
4. State Asset - Software	10S000010S
5. State Asset - License	10S000010L
6. Research Asset - Software	1000001SR0
7. Research Asset - License	1000001LR0
8. Fixed Asset	BE004F0912
8. Below threshold	Yellow Property of DMC tags

Some older equipment or furniture may have older Asset tags. The tag will read 73-1311

10 = Campus Code

001311 = Asset Number

73 = Year of Registry

The asset number on the PCS report would be 1000131173. In this case, the asset number of 1131 converts to a 6 digit number of 001311.

It is generally easier in some cases to make sure that you look for the correct item description first, and then match either the asset number or serial number to be certain that you have found the correct asset.

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "A1"

TO: _____

BOX # _____



ASSET # 10 S _____ 0 0

PO # _____

PO DATE _____

REQ. # _____

EQUIPMENT ADDITION - STATE EQUIPMENT ONLY Return to Box 82, ext. 1465

QTY. <u>1</u>	DESCRIPTION		
MANUFACTURER		MODEL	SERIAL
PAID BY (Function/Account) _____ 00		PAID BY GRANT #RF412 _____	
A) LOCATION UNIT COMPLETED AFTER RECEIPT OF ITEM	USER DEPT. _____ DATE RECEIVED _____		
	Item will be listed on PCS under State Acct.# (Function Code) listed above. If item should be listed on PCS under a different acct.# SPECIFY ACCT# _____		
	BUILDING _____ FLOOR _____ ROOM _____		
	EQUIPMENT COORDINATOR'S SIGNATURE _____ DATE _____		
B) SMIC COMPLETES	SMI # _____ SERIAL # _____		
C) SMIC OR RECEIVING COMPLETES	ASSET # _____ SERIAL # _____ DATE RECEIVED ____/____/____		
	DELIVERED TO: _____		
	DEPARTMENT _____		
	BUILDING _____ FL _____ ROOM _____		
D) PROPERTY CONTROL USE	TRANS. TYPE <u>2</u> DATE OF ACQUISITION YR. _____ MO. _____ RET. ASSET <u>X</u>		
CLASS _____ GROUP <u>3</u> REMAIN LIFE (YRS.) <u>0</u> (MO.) <u>0</u> <u>0</u> FUND <u>3</u> CONDITION <u>E</u>			
COST (A/E) <u>A</u> NEW/USED <u>N</u> STATUS <u>1</u> ORIG. COST \$ _____ C.O.R. \$ _____			
INSP. DATE _____ S.U.R.F. OWNED _____ SPLIT FUNDS (P/S) _____ MEDICARE ACCT. <u>7</u>			
DEPR. BEG DATE <u>20</u> /07 INCL. CODE <u>0</u> TREND EXCL CODE <u>0</u> RES. \$ _____			
FA # _____ INSP. CODE _____ INS. DATE _____			
CAMPUS FL 1 _____ CAMPUS FL 2 _____ CAMPUS FL 3 (SMIC#) _____			
<input type="checkbox"/> ADDITIONAL DESCRIPTION FORM ATTACHED <input type="checkbox"/> OFF CAMPUS			
X _____ PREPARED FOR ENTRY BY _____ DATE _____		X _____ ENTERED BY _____ DATE _____	

HSCB-001-F-470-R2 11/00

Property Control Department

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "B1"

TO: _____

BOX # _____



ASSET # 10 _____ B 0

PO # _____

PO DATE _____

REQ. # _____

EQUIPMENT ADDITION - RESEARCH EQUIPMENT ONLY

QTY. <u>1</u>	DESCRIPTION		
MANUFACTURER		MODEL	SERIAL
PAID BY (Function/Account) _____ 00		PAID BY GRANT #RF412 _____	
A) LOCATION UNIT COMPLETED AFTER RECEIPT OF ITEM	USER DEPT. _____ DATE RECEIVED _____ Item will be listed on PCS under State Acct.# (Function Code) listed above. If item should be listed on PCS under a different acct.# SPECIFY ACCT# _____		
	BUILDING _____ FLOOR _____ ROOM _____		
	EQUIPMENT COORDINATOR'S SIGNATURE _____ / / _____ DATE		
B) SMIC COMPLETES	SMI # _____ SERIAL # _____		
C) SMIC OR RECEIVING COMPLETES	ASSET # _____ SERIAL # _____ DATE RECEIVED / / DELIVERED TO: _____ DEPARTMENT _____ BUILDING _____ FL _____ ROOM _____		
D) PROPERTY CONTROL USE	TRANS. TYPE <u>2</u> DATE OF ACQUISITION YR _____ MO. _____ RET. ASSET <u>X</u> CLASS _____ GROUP <u>3</u> REMAIN LIFE (YRS.) <u>0</u> (MO.) <u>0</u> <u>0</u> FUND <u>6</u> CONDITION <u>E</u> COST (A/E) <u>A</u> NEW/USED <u>N</u> STATUS <u>1</u> ORIG. COST \$ _____ G.O.R. \$ _____ INSP. DATE _____ S.U.R.F. OWNED _____ SPLIT FUNDS (P/S) _____ MEDICARE ACCT. <u>7</u> DEPR. BEG DATE <u>20</u> /07 INCL. CODE <u>0</u> TREND EXCL CODE <u>0</u> RES. \$ _____ FA # _____ INSP. CODE _____ INS. DATE _____ CAMPUS FL 1 _____ CAMPUS FL 2 _____ CAMPUS FL 3 (SMIC#) _____ <input type="checkbox"/> ADDITIONAL DESCRIPTION FORM ATTACHED <input type="checkbox"/> OFF CAMPUS		
X PREPARED FOR ENTRY BY _____ DATE _____		X ENTERED BY _____ DATE _____	

HSCB-001-F-470-R2-11/00

PROPERTY CONTROL SYSTEM MANUAL

Exhibit “D”



SUNY
DOWNSTATE
Medical Center

Detailed Instructions: See Pg 32 of 2011 [PCS User Manual](#).

Page ____ of ____

Send Completed Form to: Property Control, MSC 82, Fax: X- 1131.
This Form can be filled out on-line, save with new document name, print for signature. You can send an advance unsigned copy by attaching to an [email](#)

For PCS Use Only:

PC # _____

REPORT OF SURPLUS PROPERTY

**The Property listed below is no longer required by this department.
For further Information about this property, contact:**

Print Your Name: _____ Phone: _____

Your signature Date: _____

Approved: _____ Date: _____
Dept Equipment Coordinator Authorized Signature

Indicate any Special Instructions for removal of equipment:

Fluids, chemicals, specimens or other hazardous materials must be properly removed prior to surplus.}

Department Name			State Acct#		Research Grant# (Project, Task, and Award#)			DMC MailStop#	
Building	Room #	Asset Tag#	Description	Manufacturer	Model#	Serial#	Condition	Working	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Obs <input type="checkbox"/> Scrap	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DO NOT WRITE BELOW THIS LINE: For PCS Use Only:

Approved by:	\$ Proceeds (if any, deposited to)	Comments	Final Disposition Observer/ Date
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DMC-0003 P470 E6(1/16)

Exhibit "E"



SUNY HEALTH SCIENCE CENTER AT BROOKLYN
PROPERTY CONTROL—BOX 82

Removal of Accountability for Stolen Equipment

Date: ____/____/____

I. EQUIPMENT INFORMATION:

The equipment items listed below were found missing from

____ on ____/____/____
DEPARTMENT NAME ACCOUNT # DATE

BLDG.	ROOM	ASSET TAG NO.	ASSET TYPE *	DESCRIPTION	MANUF.	MODEL #	SERIAL #

* S = State; F = FSA; R = Research; L = Lease/Rental; O = Other _____
(Specify)

II. INCIDENT INFORMATION:

A. Name of Complainant _____

B. Incident Reported on (Date) ____/____/____

C. Public Safety Crime Incident Report number (CS8) _____

INSTRUCTIONS:

1. Call the Department of Public Safety (X-2626) and report the loss.
2. Request a copy of the CS8 report from Public Safety.
3. Complete Removal of Accountability for Stolen Equipment form. Forward original along with a copy of the CS8 to Property Control Office (Box 82), retain pink copy for unit records.
4. The Property Control Office will change the status of the equipment to pilfered (J) upon receipt of completed form and copy of the CS8.
5. These assets will remain on the department equipment list for approximately one year.

UNIT EQUIPMENT COORD. SIGNATURE _____

FOR PROPERTY CONTROL USE ONLY

10 _____	10 _____	TRANSACTION TYPE 6 <input type="checkbox"/> TRANSACTION FORM ATTACHED <input type="checkbox"/> ADDITIONAL DESCRIPTION
10 _____	10 _____	
10 _____	10 _____	
10 _____	10 _____	

PREPARED BY _____

ENTERED BY _____

HSCB-0004 F470 R1 (3/89)

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "E1"

INCIDENT		1. Agency		2. Division/Precinct		New York State INCIDENT REPORT				3. ORG NY		4. <input type="checkbox"/> Orig <input type="checkbox"/> Supp		5. Case No.		6. Incident			
		7. Report Day		8. Date Mo. Day Yr.		9. Report Time		Occured On/From		10. Day Mo. Day Yr.		12. Time		Occured To		13. Day Mo. Day Yr.		15. Time	
		16. Incident Type				17. Business Name				18. Weapon(s)									
		19. Incident Address (Street No., Street Name, Bldg. No., Apt. No.)										20. City, State, Zip (<input type="checkbox"/> C <input type="checkbox"/> T <input type="checkbox"/> V)				21. Location Code <small>Number Code</small>			
		22. OFF. NO.		LAW	SECTION	SUB	CL	CAT	DEG	ATT	NAME OF OFFENSE				CTS		23. No. of Victims		
		2															24. No. of Suspects		
		25. Person Type: CO = Complainant OT = Other PI = Person Interviewed PR = Person Reporting WI = Witness NI = Not Interviewed VI = Victim														26. Victim also complainant <input type="checkbox"/> Y <input type="checkbox"/> N			
		TYPE/NO		NAME (LAST, FIRST, MIDDLE, TITLE)				Date of Birth				STREET NO., STREET NAME, BLDG. NO., APT. NO., CITY, STATE, ZIP				TELEPHONE NO.			
																BUSINESS			
																BUSINESS			
		27. Date of Birth Mo. Day Yr.		28. Age		29. Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		30. Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian <input type="checkbox"/> Indian		31. Ethnic <input type="checkbox"/> Hispanic <input type="checkbox"/> Unk. <input type="checkbox"/> Non-Hispanic		32. Handicap <input type="checkbox"/> Yes <input type="checkbox"/> No		33. Residence Status <input type="checkbox"/> Resident <input type="checkbox"/> Tourist <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/> Commuter <input type="checkbox"/> Military <input type="checkbox"/> Homeless <input type="checkbox"/> Unk.		34. Temp. Res. - Foreign Nat.			
		34. Victim DID receive information on Victim's Rights and Services pursuant to New York State Law <input type="checkbox"/> YES <input type="checkbox"/> NO																	
		35. Type/No. <small>TABLE D</small>		36. Name (Last, First, Middle)				37. Alias/Nicknames/Maiden Name (Last, First, Middle)				38. Apparent Condition <input type="checkbox"/> Impaired Drugs <input type="checkbox"/> Mental Dis <input type="checkbox"/> Unk. <input type="checkbox"/> Impaired Alco <input type="checkbox"/> Inj / Ill <input type="checkbox"/> App Norm		41. Social Security No.					
		39. Address (Street No., Street Name, Bldg. No., Apt. No., City, State, Zip)										40. Phone No. <input type="checkbox"/> Home <input type="checkbox"/> Work							
		42. Date of Birth Mo. Day Yr.		43. Age		44. Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		45. Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian <input type="checkbox"/> Indian		46. Ethnic <input type="checkbox"/> Hispanic <input type="checkbox"/> Unk. <input type="checkbox"/> Non-Hispanic		47. Skin <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Dark <input type="checkbox"/> Other		48. Occupation <small>TABLE P</small>					
		49. Height ft. in.		50. Weight		51. Hair <small>TABLE Q</small>		52. Eyes <small>TABLE R</small>		53. Glasses <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Contacts		54. Build <input type="checkbox"/> Small <input type="checkbox"/> Large <input type="checkbox"/> Medium		55. Employer/School		56. Address <small>TABLE P</small>			
		57. Scars/Marks/Tattoos (Describe)																	
		58. Misc.																	
		59. Victim or Suspect No.		Property Status	Property Type	Quantity Measure	Make or Drug Type		Model	Serial No.		Description		Value					
				<small>TABLE S</small>	<small>TABLE T</small>	<small>TABLE U</small>	<small>TABLE V</small>												
														TOTAL					
		60. Vehicle Status <small>TABLE W</small>		61. License Plate No.		Full <input type="checkbox"/> Partial <input type="checkbox"/>		62. State		63. Exp. Yr.		64. Plate Type		65. Value					
		66. Veh. Yr.		67. Make		68. Model		69. Style		70. VIN									
		71. Color(s)		72. Towed By: To:						73. Vehicle Notes									
		74.																	
		75. Inquiries (Check all that apply) <input type="checkbox"/> DMV <input type="checkbox"/> Want/Warrant <input type="checkbox"/> Scofflaw <input type="checkbox"/> Crim. History <input type="checkbox"/> Stolen Property <input type="checkbox"/> Other				76. NYSPIN Message No.				77. Complainant Signature				B Use co- sheet					
		78. Reporting Officer Signature (Include Rank)				79. ID No.				80. Supervisor's Signature (Include Rank)				81. ID No.					
		82. Status <input type="checkbox"/> Open <input type="checkbox"/> Closed (If Closed, check box below) <input type="checkbox"/> Unfounded <input type="checkbox"/> Victim Refused to Coop. <input type="checkbox"/> Arrest <input type="checkbox"/> Pros Declined <input type="checkbox"/> Warrant Advised <input type="checkbox"/> CBI <input type="checkbox"/> Juv. - No Custody <input type="checkbox"/> Arrest - Juv <input type="checkbox"/> Offender Dead <input type="checkbox"/> Extrad. Declin <input type="checkbox"/> Unk.				83. Status Date Mo. Day Yr.				84. Notified/TOT				85. Pa o Pag					

DCJS-3205 (11/06) *FALSE STATEMENTS ARE PUNISHABLE AS A CRIME, PURSUANT TO THE NEW YORK STATE PENAL LAW.

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "F"



Equipment Removal Form

SUNY HEALTH SCIENCE CENTER AT BROOKLYN
PUBLIC SAFETY DEPARTMENT

PC # _____

NAME OF PERSON REMOVING EQUIP. _____ DATE: _____ TIME: _____

EQUIPMENT REMOVED FROM: _____ DEPARTMENT: _____

BUILDING _____ ROOM # _____ PHONE # (Which can be called for verification) _____

ABOVE IS HEREBY AUTHORIZED TO REMOVE THE FOLLOWING ITEMS FROM THE HSCB PREMISES

DEPARTMENT HEAD SIGNATURE _____

DEPARTMENT _____

EXTENSION _____

REASON FOR REMOVAL: (CHECK ONE)

☐ ITEM(S) TO BE REPAIRED AT _____

☐ ITEM(S) TO BE TRANSFERRED TO ANOTHER HSCB LOCATION

BLDG. _____ ROOM _____ DEPT. _____

☐ ITEM TO BE BROUGHT OFF CAMPUS GROUNDS

DESTINATION: _____
(INCLUDE ADDRESS, RM. NO., PHONE NO.)

☐ SURPLUS ITEM(S) TO WAREHOUSE (REQUIRES PROPERTY CONTROL OFFICE SIGNATURE AS DEPT. HEAD)

EXPECTED DATE OF RETURN: ____/____/____ OR CHECK HERE IF ITEM IS TO BE PERMANENTLY MOVED ☐

ITEM DESCRIPTION	MANUFACTURER	HSCB TAG #

REMOVAL (TO BE COMPLETED BY PUBLIC SAFETY OFFICER ON DUTY)

PLACE OF EXIT _____ DATE _____ TIME _____

PROOF OF ID (DRIVER'S LICENSE, OR OTHER): _____
OFFICER'S SIGNATURE _____

REMOVER RETAINS "BEARER" COPY. OFFICER RETAINS & SUBMITS "PUBLIC SAFETY" & "PROPERTY CONTROL" COPIES TO HEADQUARTERS (HQ).

RETURN

PLACE OF ENTRY _____ DATE _____ TIME _____

PROOF OF ID (DRIVER'S LICENSE OR OTHER): _____
OFFICER'S SIGNATURE _____

"BEARER" COPY TO BE RETAINED BY OFFICER & SUBMITTED TO HQ.

OFFICER SHOULD CHECK ANY DISCREPANCY IN NAME OR PROPERTY THROUGH THE PUBLIC SAFETY OFFICE.

OFFICER'S REMARKS: _____

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "G"

DEPARTMENT OF PUBLIC SAFETY HEALTH SCIENCE CENTER AT BROOKLYN

PERSONAL PROPERTY FORM

NAME (Print)

DEPARTMENT/COMPANY (Address if Applicable)

QTY	ITEM	MAKE	MODEL	SERIAL #	DESTINATION-ROOM-DEPARTMENT

ENTRY

PROOF OF I.D. (Driver's License or Other)

PLACE OF ENTRY

DATE

TIME

PERSON'S SIGNATURE

OFFICER'S SIGNATURE

DEPARTURE

PROOF OF I.D. (Driver's License or Other)

PLACE OF EXIT

DATE

TIME

PERSON'S SIGNATURE

OFFICER'S SIGNATURE

ANY DISCREPANCY IN NAME AND PROPERTY SHOULD BE VERIFIED THROUGH THE SECURITY OFFICE.

Exhibit "H"

STATE UNIVERSITY OF NEW YORK
DOWNSTATE MEDICAL CENTER

DATE _____

STATUS OF EQUIPMENT ON LOAN

LOCATION UNIT

UNIT EQUIPMENT COORDINATOR

The attached Equipment Removal Form (PCS 06) was filed with the Department of Public Safety on (DATE) _____.

A month has passed since the expected date of return yet our records do not indicate the equipment was returned. Please investigate the status of the item(s), complete the lower portion of this form, and return the original to the Property Control Office (Box 82) within the next few days. Thank you.

PROPERTY CONTROL SIGNATURE

EQUIPMENT STATUS

Equipment was returned on (DATE) _____.

Equipment still on loan to (NAME) _____.

Expected date of return is (DATE) _____.

UNIT EQUIP. COORD. SIGNATURE

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "J"

PROPERTY CONTROL SYSTEM MANUAL

Property Control Asset Report for PROPERTY CONTROL Account No = 8607800000											
Asset #	Building	Room	Acq Date	Status	Qty	Item Description	Cost	Manufacturer	Model	Serial #	Add'l Desc Line 1
10S5197200	BASSNC	3-145	199410	1	1	DESK RT HAND RETURN	\$678.00				
10S5197100	BASSNC	03-3145	199410	1	1	DESK RT HAND RETURN	\$678.00				
10S5124800	BASSNC	03-3145	199408	1	1	PARTITION ACCOUSTICAL PANEL	\$361.14	HUDSON BAY			
10S5124800	BASSNC	03-3145	199408	1	1	PARTITION ACCOUSTICAL PANEL	\$361.14	HUDSON BAY			
10S6289900	736PSA	01-0001	199908	1	1	1 CPU W/KEYBOARD	\$300.00	RCA		2.8E+07	ASSET IS LOCATED AT KCH "C" BLDG
10S5448200	ADMFAC	01-AF105	199607	1	1	LATERAL FILE DRAWER 36"	\$603.00	HON			
10S6689800	BASSNC	03-3-145	200104	1	1	MONITOR	\$412.00	DELL	M780	5322DE7 D5589	ASSET WAS IN STORAGE AND NOT TAGGED
10S7282300	BASSNC	03-3145	200302	1	1	EXEC CHAIR, HIGH BACK LEATHER	\$399.98				ASSET TAG NOT AFFIXED.
						Total Original Cost.:	\$3,793.26				
Ms. Maxine Bennett, Box 82						Total No. of Assets:	8				

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Exhibit "K"



PROPERTY STATUS CHANGE REQUEST

Operating Location: _____ Date: _____

The Research Foundation (RF) of SUNY holds title to the equipment listed below. Such equipment was purchased from the RF award(s) indicated.

Award Number	RF Asset Number	Description	Cost

Reason for Request:

Transfer title to SUNY: _____

Transfer title to another institution: _____

Return to Sponsor: Date: _____ Sponsor: _____

Obsolete / Scrap: _____

Sale of equipment: Date: _____ Amount: _____

Other: _____

Transfer Approvals:

PROJECT DIRECTOR:	DATE:	DEPARTMENT CHAIRMAN:	DATE:
PROPERTY CONTROL OFFICER:	DATE:	RF OPERATIONS MANAGER:	DATE:

PROPERTY CONTROL SYSTEM MANUAL

Exhibit "L"



REPORT OF SURPLUS MOTOR VEHICLES AND MOTORIZED EQUIPMENT

SURPLUS PERSONAL PROPERTY
BLDG. 18, THE GOV. W. AVERELL HARRIMAN
STATE OFFICE BUILDING CAMPUS
ALBANY, NY 12226

Submit original signed form
only, along with title and
registration

FIXED ASSET NUMBER

USE ONE OF THESE FORMS FOR EACH VEHICLE REPORTED

REPORTING AGENCY NAME & ADDRESS		LOCATION OF SURPLUS VEHICLE:	
TELEPHONE NO.		CONTACT	
YEAR _____	MAKE _____	<input type="checkbox"/> SEDAN	<input type="checkbox"/> VAN
MODEL _____	COLOR _____ CYLINDERS _____	<input type="checkbox"/> STATION WAGON	
VIN _____		<input type="checkbox"/> TRUCK	
STATE IDENT. NO. _____		<input type="checkbox"/> OTHER _____	
<p>THE ODOMETER READING _____, IN ACCORDANCE WITH FEDERAL & STATE LAWS REFLECTS THE ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> The actual mileage "Exceeds Mechanical Limits" of the odometer (e.g., over 99,999 miles)</p> <p><input type="checkbox"/> The reading is "Not the Actual Mileage".</p>			
<p><input type="checkbox"/> OPERATING <input type="checkbox"/> NON-OPERATING</p> <p><input type="checkbox"/> AUTO TRANS. <input type="checkbox"/> POWER BRAKES <input type="checkbox"/> POWER WINDOWS <input type="checkbox"/> AIR CONDITIONING</p> <p><input type="checkbox"/> STAND. TRANS. <input type="checkbox"/> POWER STEERING <input type="checkbox"/> RADIO <input type="checkbox"/> OTHER _____</p>			
<p>REMOVAL OF ANY PARTS FROM THE EQUIPMENT IS FORBIDDEN WITHOUT WRITTEN AUTHORIZATION FROM THE BUREAU OF SURPLUS PERSONAL PROPERTY.</p> <p>DEFECTS (Please be as specific as possible)</p> <p><input type="checkbox"/> BODY DAMAGE _____</p> <p><input type="checkbox"/> MECHANICAL DEFECTS _____</p> <p><input type="checkbox"/> MISSING PARTS _____</p>			
<p>THE PERSONAL PROPERTY LISTED ABOVE IS NO LONGER REQUIRED BY THIS AGENCY AND THE AGENCY DECLARES, WITH RELATION TO ENVIRONMENTAL CONSERVATION LAW, ARTICLE 27 AND 6NYCRR PART 371, THAT SUCH LISTED PROPERTY IS NOT, AND DOES NOT CONTAIN HAZARDOUS WASTE, PESTICIDES, OR RADIOACTIVE MATERIALS AND I CERTIFY THAT ITS CONDITION AND THE ODOMETER INFORMATION IS ACCURATELY REPRESENTED ABOVE.</p>			
SIGNATURE _____		Funds from which items (s) purchased:	
(PLEASE TYPE) _____		_____	
(NAME)		(TITLE)	
(DATE)		(DATE)	

CS-201.1(1/02)

Exhibit “M”

ELECTRONIC WASTE

COMPUTER/ELECTRONIC WASTE PROCEDURE

Definition of Electronic Waste: All monitors (including TVs), CPUs, keyboards and copiers must be considered a hazardous waste material due to the content of lead, silver, cadmium and other heavy metals used in their manufacture. They cannot be disposed of as regular trash and must be disposed of in accordance with New York State Department of Environmental Conservation (NYSDEC) rules contained in 6NYCRR 371.1. SUNY Downstate has chosen to recycle and reuse computer/electronic equipment in a conscientious manner, providing maximum protection to the environment while maintaining compliance with New York State rules and regulations.

Computer/electronic waste cannot be disposed of in the regular trash stream (this law does NOT apply to individual private residents).

- **To Dispose of:** When preparing computer/electronic equipment for disposal (recycling), care should be taken to assure that sensitive information is removed permanently from the computer, and that copyrighted software agreements are not violated. It is required that computer hard drives be reformatted to remove all files. If there are questions on this issue, please contact Information Service/Network Technology, Dilip Nath, at ext. 4357 (HELP) for hospital and non-hospital equipment.
- **Prior to Disposal:** In order to minimize waste and maximize reuse of equipment, please contact the Information Services/ Network Technology Help Desk prior to surplusing the equipment. This will allow IS to evaluate potential reuse of the equipment/accessories and erase the hard drive if the equipment is in poor or scrap condition.
- **Surplus:** Please complete a **Surplus or Transfer** request form, which is available, the on the SUNY Downstate Finance Division Page at:
<http://www.downstate.edu/property/pdf/Report-of-Surplus.pdf> or
<http://www.downstate.edu/property/pdf/Equipment-Transfer.pdf>
or by calling ext. 1465. By completing this form, the Property Control Department staff will be able to effectively schedule a pick up of the computer/electronic waste.
- **IMPORTANT NOTE:** Computer/electronic equipment **cannot be placed in the regular trash, a dumpster**, or other form of illegal disposal. If illegal disposal of computer/electronic waste is discovered, the Environmental Health and Safety (EHS) Office ext. 1213 will be notified and the Dean/Department Head (for that area) will be notified for appropriate action. The potential penalties (criminal and civil) for violating these regulations are substantial.

Exhibit "N"

PROCESSING PROCEEDS FROM SURPLUS EQUIPMENT SALES

PROCESSING PROCEEDS FROM LOCAL (CAMPUS) SALES

- 1) Campus receives authorization to dispose of equipment locally:
 - a. State owned assets – authorization via LDA from OGS.
 - b. SURF assets – authorization from campus SURF Operations Manager (OM) under SURF procedures.
 - c. Other non-State assets – local procedures/internal controls.
- 2) Campus elects to sell equipment and conducts sale in accordance with local procedures/internal controls.
- 3) Campus collects proceeds from sale and applicable sales tax.
- 4) Campus deposits proceeds from the sale and sales tax into campus sole custody account.
- 5) Campus issues a check from the sole custody account to NYS Department of Taxation and Finance for sales tax based on applicable sales tax due dates.
- 6) Campus directs revenue from the sale to the appropriate account based on Exhibit A.

PROCESSING PROCEEDS FROM OGS SURPLUS SALE / AUCTION

- 1) OGS conducts sale (non-vehicles) or auction (vehicles).
- 2) OGS collects sale proceeds and applicable sales tax for items sold.
- 3) Fund source identified on surplus declaration is reviewed by OGS. Fund source is based upon PCS fund code.
- 4) OGS direct sales tax to NYS Department of Taxation and Finance.
- 5) OGS directs sales revenues as follows:
 - a. NYS General Income Fund.
 - b. forwards check made payable to appropriate fund to SUCF.
- 6) SUCF forwards check to SUNY Finance and Business (University Controller's Office) indicating the campus and fund source for which the sale was applicable.
- 7) SUNY Finance and Business (University Controller's Office) directs deposits into the appropriate accounts based on Exhibit A.