DEPARTMENTAL INVENTORY TRAINING

Presented by: Property Office
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Course Objectives

• Understand basic inventory concepts
• Recognize importance of Property Management
• Understand APO and Alt APO responsibilities and financial liability for fixed assets
• Best Practices for departmental property management
Alternate Accountable Property Officer (Alt APO) Responsibilities

- Responsible for the physical possession and control of all equipment entrusted to the activities within his/her respective unit.
- Processes TDP transactions
- Submits Property Location forms as well as Property Deletion forms.
- Conducts annual physical inventory
- **Financially liable** for loss or damage to inventory that results from negligence or failure to exercise reasonable care to safeguard, maintain, and service inventory.
The ULTIMATE Goal

Reduce or eliminate missing items!
What is inventory?

- Inventory is an itemized list of property (or assets) for which each Department Head is held accountable.
- Inventory assets can be tangible or intangible.
- Inventory is physically evaluated annually for location and condition.
- Inventory consists of BOTH capital and controlled items.
A single piece of property that costs $5,000 or more \textit{and} has a useful life of more than one year is capital.
Controlled Items

• Items that the State Comptroller’s Office thinks are high risk and need to be monitored.

• They cost between $500 - $4,999.99 each. (all guns & works of art & historical treasures are placed on inventory)

• Depreciation on controlled items is not calculated.
Examples of Controlled Items

- Cost between $500 - $4,999.99
- Computers/laptops/tablets
- Projectors
- Portable Cameras
- Televisions
- Video / Audio players / recorders
All items that meet the capital or controlled requirements (regardless of the source of funds) must be reported as inventory!

Rules apply not just to state funded equipment but ALL equipment purchased by or donated to the organization.
The Surplus Process Summarized

- All excess property must be sent to the Surplus Department in order to comply with numerous state laws on the disposition of property.
- Both inventory and non-inventory items (furniture, extra office supplies, etc.) get sent to Surplus.
- Before sending to Surplus, computer hard drives need to be sanitized (cleaned) or removed and to Surplus to be shredded.
Missing or Stolen Items

• The department must make every effort to locate the item.
• A missing/stolen report with signatures of both the APO and the Alt APO must be submitted.
• The University is subject to an audit if too many assets are reported missing/stolen in one fiscal year.
Potential Property Audit Issues

• Items not tagged or permanently marked with a TAMU inventory number

• Incorrect location recorded in FAMIS/Canopy

• Incorrect description recorded in FAMIS/Canopy

• Employees not trained to fulfill their inventory responsibilities
Departmental Responsibilities

• Physical possession and control of all equipment entrusted to the department.
• Ensuring that all unit employees are trained such that each has an awareness of their respective responsibilities for property processing and/or custodianship.
• Establishment and maintenance of property records for his/her respective unit.
• Timely transfer of equipment that is no longer needed within the unit to Surplus.
• Timely notification and report of missing or stolen property to the Property Office.
Departmental Responsibilities (Cont.)

• Physical verification and certification of current inventory on an annual basis.
• Management of equipment that is assigned or on loan at a location outside the respective unit.
• Physical verification of assets assigned to terminating employees to ensure proper reassignment, transfer, or disposal of all pertinent inventory.
• If necessary, appointment of a responsible Departmental Property Contact (DPC).
• Verifying that all DPCs have attended departmental property processes training and, if necessary, FAMIS training.
Statement of Responsibility
Summarized

• Control of Equipment
• Communication with department and Property Office
• Employees trained
• Maintain records
• Exercise reasonable care
Your Employees

• Responsible for the equipment they use at work
• Must exercise “reasonable care” for the safekeeping over the equipment assigned to him/her.
• At no time should state property be used for personal gain.
• Can be held financially liable for damages or losses to the State property he/she uses at work.

You need to ensure that all your employees are aware of their respective responsibilities for property.
Off Campus Permits

An off campus permit is required each fiscal year for any equipment that will be taken off University grounds.
Property Management starts with YOU.

All employees must work together to keep their department’s inventory records up to date.

All items that meet the capital or controlled requirements must be inventoried.
Property Office Support

- Website
  http://contracts.tamucc.edu/prop_office.html
- Surplus Website
  http://purchasing.tamucc.edu/surplus.html

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