

MEDGAR EVERS COLLEGE/ CUNY  
DEPARTMENT OF PROPERTY MANAGEMENT  
POLICY & PROCEDURAL MANUAL

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## **I. Introduction and Purpose**

Medgar Evers College/CUNY (the College) Department of Property Management operates under the auspices of the Office of the Vice President of Administration and Finance. Best practices demonstrated in the overall operation are in accordance with the applicable New York State and City Federal regulations and the City University of New York policies and procedures governing the acquisition, control, utilization, and disposition of fixed assets. The chief objective is to promote timely and proper reporting of the acquisition of equipment thus safeguarding against loss. This process is facilitated through the use of CUNY Property Management's database (CUNYfirst) to maintain a valid, up-to-date record of each transaction.

The purpose of this manual is to document the policies and procedures that have been established over the course of the implementation of the Fixed Asset and Equipment Inventory Project. It should be used to manage all College assets including and not limited to: vehicles, furniture, equipment and fine arts throughout their life cycle. Policies and procedures are stipulated by the State and CUNY for the management of property acquired through New York State Tax Levy, Research Foundation Federal, and Non-Tax Levy (unrestricted) Funds to maintain a compliant system of control. This manual outlines the conditions for tagging, inventory, and disposal of equipment and may be revised to reflect policies and procedures at the College

**\*\*\*Items stored on the Campus are subject to regular verification/audit by Property Management from time to time at irregular intervals.**

## **II. Mission Statement**

The Department of Property Management mission is to function as the property control focal point of the College in facilitating accurate and current documentation of inventorial assets in the University's inventory control system. Additionally, the chief goal is to protect the MEC community by identifying, tracking and logging inventorial assets in adherence to the City University of New York (CUNY) policies and procedures and the New York City, State and Federal regulations as prescribed by State Law.

This includes the deletion of declared surplus items for disposition in accordance with the State/Federal/CUNY regulations, the provision of efficient and effective means for risk management and space utilization strategies, and the collaboration with internal offices in the enforcement of College recycling program as required by CUNY/State/Federal guidelines.

The entire College community is responsible for safeguarding property. User departments are responsible for the stewardship and whereabouts of the furniture and equipment within the department. College administrators are responsible for ensuring all applicable departments comply with the inventory procedures, in order for Colleges to maintain correct records for property being properly utilized, maintained or disposed

### III. Contact Us

Name & Department		Tel	E-mail
<b>Accounts Payable (AP) Staff</b>			
Jean Patrick Milord	AP	718 270-6109	<a href="mailto:jmilord@mec.cuny.edu">jmilord@mec.cuny.edu</a>
John Thompson	AP	718 270 6115	<a href="mailto:jthompson1@mec.cuny.edu">jthompson1@mec.cuny.edu</a>
<b>Comptroller's</b>			
Jean DuFour	CO	718 270-6993	<a href="mailto:JDufour@mec.cuny.edu">JDufour@mec.cuny.edu</a>
<b>Human Resource (HR) Staff</b>			
Lance Houston	HR	718 270-5126	<a href="mailto:Lance.Houston16@mec.cuny.edu">Lance.Houston16@mec.cuny.edu</a>
William White	HR	718 270-6910	<a href="mailto:William.White091@mec.cuny.edu">William.White091@mec.cuny.edu</a>
Janis Grant	HR	718 270-6910	<a href="mailto:jgrant@mec.cuny.edu">jgrant@mec.cuny.edu</a>
<b>Information Technology (IT) Staff</b>			
Xavier Barreto	IT	718 270-6173	<a href="mailto:xbarreto@mec.cuny.edu">xbarreto@mec.cuny.edu</a>
Kin Lam	IT	718 270-6239	<a href="mailto:ldwilliams@mec.cuny.edu">ldwilliams@mec.cuny.edu</a>
<b>Environment Health &amp; Safety (EHS) Staff</b>			
Shellyann Clarke-Lambert	EHS	718 270-6216	<a href="mailto:Shellyann.ClarkLambert@mec.cuny.edu">Shellyann.ClarkLambert@mec.cuny.edu</a>
<b>Property Management (PM) Staff</b>			
Justus Daniel	PM	718 270-5033	<a href="mailto:justus@mec.cuny.edu">justus@mec.cuny.edu</a>
<b>Campus Security &amp; Public Safety (PS) Staff</b>			
Tamara Bailey	PS	718 270-6069	<a href="mailto:TBailey@mec.cuny.edu">TBailey@mec.cuny.edu</a>
Nisha Hector	PS	718 270-6069	<a href="mailto:nhector@mec.cuny.edu">nhector@mec.cuny.edu</a>
<b>Purchasing Office Staff</b>			
Jacqueline Chang	PO	718 804-8298	<a href="mailto:kgreene@mec.cuny.edu">kgreene@mec.cuny.edu</a>
Evelyn Wise	PO	718 270-6103	<a href="mailto:ewise@mec.cuny.edu">ewise@mec.cuny.edu</a>
<b>Shipping &amp; Receiving Staff</b>			
Marvin Hill	R&S Rm.	718 270-6014	<a href="mailto:mhill@mec.cuny.edu">mhill@mec.cuny.edu</a>
Matthew Croft	R&S Rm.	718 270-6014	<a href="mailto:mcroft@mec.cuny.edu">mcroft@mec.cuny.edu</a>
<b>Risk Management &amp; Internal Control (RM&amp;IC) Staff</b>			
Goldene Lewis	RM&IC	718 270-6121	<a href="mailto:goldene@mec.cuny.edu">goldene@mec.cuny.edu</a>

## **IV. Roles and Responsibility**

The Property Management staff act as the liaison between the College, CUNY and sister campuses. This is necessary to define responsibility, promote accountability to achieve the efficiency in property management.

CUNY Property Inventory Manual defines the roles and responsibilities of the Property Management staff across all campuses. Colleges have the latitude to modify said roles and responsibilities to match the College community needs.

### **A. CUNY (Central Administration)**

- General administration of the system
- Establishment of policies and procedures
- Coordination of assets management with other agencies: State, City, RF, DASNY, DDCM, CUNY Treasury
- Oversight of CUNY contracts associated with property management
- Monitoring of Colleges' compliance with policies and procedures
- Maintenance of the computerized property management database system (CUNYfirst)

### **B. College**

The entire College community is responsible for the safeguarding of all College properties. This includes equipment, furniture, vehicles, and fine arts. Departments are responsible for the stewardship and whereabouts of the asset identified within the department. College administrators are responsible for ensuring all associated departments comply with the inventory procedures. This is necessary to maintain correct records of property and utilization of; maintenance and/or disposal of such property.

#### **1-Areas/Departments/Offices**

Individual offices are accountable for the day-to-day responsibilities with regards to protecting the assigned property within their respective units. These are as follows:

- Provide training/educate staff on the proper use of equipment stationed in the respective offices
- Assist property management staff to access the office equipment and help if needed with technical identification
- Prepare a Property Removal/Transfer Authorization Form (See Appendix A) and coordinate property transfers for their departments
- Ensure the Property Removal/Transfer Authorization Form is appropriately signed
- Ensure that all software and/or personal files have been removed from equipment being disposed
- Maintain up to date departmental property inventory
- If applicable, responsible for locating Not Found Property after Property Management staff have conducted final audit

- Maintain accurate and up to date departmental records including but not limited to Property Removal/Transfer Authorization Form and MEC Laptop Loans for Faculty and Staff Request Form and guidelines (See Appendix A&B)
- Ensure that there are adequate security measures within the office to safeguard property against theft.

## **2-Comptroller's Office**

The responsibility of the Controller's Office is to assist the Property Management Office in accounting CUNY's assets and provide accurate and timely documentation (e.g. correct expense coding) to make informed decisions.

Documentation collected includes purchase orders, invoices, vouchers, and receiving reports from the CUNYfirst Procurement System to account and track tangible assets.

Controller's Office staff is required to enforce internal control policies in compliance to CUNY and College requirements to safeguard against the loss of equipment and/or tangible asset.

## **3-Purchasing Office**

The Purchasing Office staff is the sole authorized buyers for all College Tax Levy acquisitions. Goods, services and technology are procured in compliance with the State and City of New York Finance laws and CUNY procurement regulations.

The acquisition/remittance of all commodities must be facilitated among the requesting office, the Purchasing Office, the Stock and Receiving Office and the Accounts Payable Department. The process to procure all commodities is summarized as follows:

- Departments are required to ensure the availability of sufficient funds before initiating the process to procure the various commodities. The availability of funds should be verified with the department head and the Budget Office staff
- Departments must initiate the procurement process by logging onto CUNYfirst Procurement system, create a requisition and attached the appropriate documentation required to procure the given commodity
- Departments must complete all required fields in CUNYfirst Procurement System. These fields are designated by an \*\*\*Asterisk. That is, the description of goods/services, quantity, unit of measure, estimated price; etc.
- Documentations; such as, a scope of work/service, price quote, justification letter, Independent Contractor Agreement; etc. should be included as part of the supporting documents in CUNYfirst
- Once the requisition is fully approved by both supervisors/Level 1 & 2 approvers (category approver for computer equipment/hazardous waste/furniture) and has passed the budget cycle, the system will automatically advance this requisition to the Purchasing Office where the staff will follow the necessary procurement method to purchase items requested
- Purchasing Office staff upon completion of the procurement process will authorize purchase through the issuance of a purchase order
- Purchasing Office staff will inform the Property Management staff of all purchases that meet fixed asset requirement(s) for tagging. Property Management staff can also access this information through the CUNYfirst Procurement system

- Purchasing Office staff will provide ETA to the Property Management staff for taggable items. In cases where items to be shipped exceed what is considered the standard shipment, that is, requiring additional storage, the Purchasing Office staff would coordinate such delivery arrangements with Property Management, Stock & Receiving staffs and the final receiver.

#### **4-Accounts Payable Department**

Accounts Payable Department is responsible for the remittance of all invoices received for goods and services procured through the Purchasing Office. Like the Purchasing Office, the Accounts Payable Department operates in compliance to New York State and City Finance laws and CUNY Accounts Payable guidelines. Payment terms are net thirty (30) from the receipt date of the invoice.

- Accounts Payable Department staff will only pay invoices for orders received and for which a CUNYfirst system receipt has been completed.
- Accounts Payable Department staff will ensure the invoice statement matches the associated purchase order document before a CUNYfirst voucher is created.

#### **5-Stock & Receiving Office**

The Stock & Receiving Office is responsible for the receipt, distribution and temporary storage of all commodities procured through the Purchasing Office. The receiving process is as follows:

- Stock & Receiving staff will accept receipt of all deliveries procured through the Purchasing Office and will initiate the process for the completion of the required CUNYfirst system receipt
- Stock & Receiving Office staff is accountable for the security of all items received that are temporary stored in the unit until delivery to IT
- Stock & Receiving staff must deliver all items that require tagging directly to the IT staff **only**;
- IT staff will open the boxes to ensure that the ordered equipment conforms to what they received since all equipment is approved by IT only before the release of purchase orders. IT will coordinate with PM to comply with CUNY guidelines for tagging; tagging must not be done in the Stock & Receiving Office
- Stock & Receiving staff must obtain the signature of the receiver of all items delivered and maintains a record of this signature for future auditing purpose
- Stock and Receiving staff must deliver all equipment received directly to IT Office for the installation of programs and anti-theft software (laptops/tablets)
- IT staff will verify and coordinate with Property Manager for tagging after the installation
- \*\*\*The sole exception applies when items delivered are visibly damaged and/or presumed damaged. In this case, the staff will reject any items delivered that appear damaged. Once a delivery is rejected, Stock & Receiving staff will notify the Purchasing Office
- Stock & Receiving staff will reject any items delivered that appear to be damaged. Once a delivery is rejected, Stock & Receiving staff will notify the Purchasing Office. This will ensure replacement and/or cancellation can be coordinated through the Purchasing Office
- Stock & Receiving staff will indicate items rejected on the corresponding purchase order CUNYfirst receipt.

#### **6-Information Technology (IT) Office**

- IT staff must coordinate the receipt of items from the Stock & Receiving Office staff against proper receipt.

- IT staff must store all equipment in the temporary care of IT staff and maintain proper inventory records.
- IT staff must ensure that if any equipment is delivered to any dept. /person or installed with proper records. Records must contain either tag numbers or serial numbers of the manufacturer.
- IT staff must use the Property Transfer Form for internal and external transfers. IT staff must submit two copies of the Form a Campus Security and Public Safety staff, who would forward another copy to the Property Manager for necessary update and verification at the site.

## **V. Property Management Office**

Property Management staff are responsible for maintaining the College property management records. Property records must be accurate based on the input received from acquisition, inventory and disposition processes. Failure to comply with these requirements may result in the College loss of Federal, State and grant funding.

Property Management staff will use this policy to assist the College in implementing its accounting and financial reporting requirements by providing asset category definitions, capitalization thresholds, conditions for impairment and depreciation guidelines for each asset class including the University and its Related Entities (e.g. Student Faculty Associations, Auxiliary Enterprises Corporations, Ella Baker/Charles Romain, Child Development Center., etc.), as outlined in the Board by-laws and the Fiscal Accounting Handbook.

College responsibilities include:

- Identification and tagging of equipment
- Inputting, updating, and generating reports from the college database (CUNYfirst)
- Maintaining the integrity of the database
- Reconciliation of property records with college, Tax Levy, Non-Tax Levy, Research Foundation, Dormitory Authority, Tech Fees, and Capital Funds financial records
- Coordination of the disposition of college equipment
- Conducting annual inventory
- Monitoring Property Removal Passes for Equipment Move or Disposition.

In order to ensure proper internal controls consistent with the safeguarding and re-inventory of equipment, Property Management staff should ensure they have the required number of trained staff (the recommended number of employees--minimum one part/full time employee and the property manager) to meet tagging and re-inventory deadlines.

### **1-Procedures for Property Management**

Property is defined as movable tangible and fixed assets. Moveable assets consist of: items that primarily require no permanent connection to utilities or the structure. For inventory purposes, movable assets with an acquisition cost meeting the dollar threshold and having a useful life greater than one year must be tagged and inventoried.

### **2-Furniture and Fixtures**

The cost of all office furniture and fixtures (e.g., desks, chairs, filing cabinets, etc.) with an acquisition cost of \$5,000 or more should be capitalized.

### **3-Computer Software**

The cost and installation of software with an acquisition cost of \$5,000 or more that is either purchased from an external vendor (e.g., Microsoft Office applications) or internally developed should be capitalized. CUNY direct the implementation of GASB51, Accounting and Financial Reporting for Intangible Assets. It requires the College to capitalize the cost of internal generated intangible asset if all of the following have been completed:

- The specific objective of the project and the related service capacity of the assets have been defined,
- The technical feasibility of the project has been demonstrated, and
- CUNY has shown the instant to fund the project, and is able to complete the project with efforts

Software should be inventoried if the initial license is for a term greater than a year, and the cost per license (unit) is \$5,000 or greater. Renewals to licenses are not inventoried.

### **4-Computer Hardware (Electronic Data Processing - EDP)**

The cost and installation of computer equipment such as laptop computers, desktop computers, printers, servers on local area networks, and disk storage should be capitalized. Improvements or additions to existing computer hardware that constitute a capital outlay or increase in the value or life of the asset, with an acquisition of \$1,000 or more, should be capitalized as an upgrade and recorded as an addition of value to the existing asset.

### **5-Vehicles**

Vehicles are machinery used for transportation, e.g., car, truck, van, etc. Items not used for transportation are classified as equipment and not as vehicles. For example, John Deere tractor, etc.

### **6-Fine Art and Historical Treasures**

This category includes, but not limited to:

- Collections or items of significance owned by the College which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service,
- Collections or items that are protected, cared for, preserved or subject to an organizational policy requires the proceeds from sales of collection items to be used to acquire other items for collections
- Books that are of historical or significant value.

Property Management staff should work with campus artwork liaison to inventory all artwork with an appraisal value of \$1,000 or greater. All artwork is inventoried as Not Physically Taggable (NPT).

## **VI. Collection of Documents**

CUNYFirst furnishes details of each purchase order online for all Tax Levy purchases. Research Foundation (Central Office) monitors tagging every month based on their payments reported through RF website/DASNY and DDCM. These documents are submitted to the Property Management staff as required.

- The Property Management staff will obtain description of items that require tagging from the Purchasing Office for Tax Levy acquisitions. Description of all items procured through the Research Foundation, grant funding and Non-Tax Levy tagging is coordinated with the assistance of the Controller's Office.
- The Property Management staff in locating an item to be tagged should coordinate with the College Purchasing Office, the Central Receiving Department (area), and the associated office based on the commodity purchased: The Information Technology Office, Building and Grounds Department, and the final receiving office(s) to establish the arrival of property and the location of the item.
- Property Management staff will coordinate each sequence of events: monthly or quarterly reconciliation of the acquisition in the tagging cycle that are crucial to avoid inventory delay.

## **VII. Equipment Management:**

**CUNY defines Equipment** as fixed or movable tangible assets to be used for operations. The benefits of which extend beyond one year from the date of acquisition. Improvements or additions to existing equipment that constitute a capital outlay or increase in the value or life of the asset, with an acquisition of \$5,000 or more should be capitalized and recorded as an addition of value to the existing asset.

Federal and State regulations mandate accounting of the Fixed Asset System and the maintenance of inventories. Keeping track of all fixed assets - its valuable machines, computers, equipment, vehicles and the like – requires annual physical inventory of equipment as per CUNY guidelines. All offices, storage areas, and workplaces must be visually inspected for tagged equipment/assets.

- Note: Computers/laptops/iPads and other computer equipment are tagged irrespective of any threshold recording the person's name/department name, location etc.
- Employees assigned a laptops/desktops/other asset for use at home/offsite are required to bring in the same on the scheduled day of Re-inventory.

## **VIII. Property Bar Coding/Tagging/Inventory**

### **1. Bar Coding Procedures**

- Property Management Staff will ensure all property meeting the criteria for capital assets have the required bar-coded tags affixed
- A College barcode tag number is then affixed on the item and the pertinent information is recorded on an input sheet and entered into the "CUNYFIRST" tracking system. That information becomes a permanent record in CUNYFIRST" for subsequent inventories
- College barcode tag number is consisted of seven (7) digits preceded with MEC. Example, MEC-0000000
- As a security measure to ensure all appropriate items are tagged, the Property Management staff will obtain the equipment purchased reports at regular intervals from CUNYFIRST website and reconciles the College's records to the various sources on a monthly basis for Tax levy
- Property Management staff will only tag equipment if it meets the following criteria:

- The dollar threshold for computer and computer related equipment or the threshold for non-computer equipment UAO’s Capital Asset Policy Part V (Capitalization Threshold) Asset Grid
- Property Management staff receives a purchase order, from CUNYFIRST database and obtains a copy of the invoice from Accounts Payable Office to match items purchased and payed
  
- Property Management staff will maintain a log of the tags in numeric order. This process is required to identify and resolve discrepancies with tags, purchase order and locations. Tags destroyed, or not used for any reason, must be indicated in the tag log
- Property Management staff will conduct a physical re-inventory of all tagged equipment on an annual basis in accordance with CUNY’s policies. The re-inventory starts before the fiscal year ends and usually lasts for about 6 - 10 months.
  
- Assets that meet the capital asset threshold (see Exhibit A – Class of Asset, Threshold and Useful Life Matrix) and property classified as “sensitive items” are assigned Tag Numbers that have bar-coded tags affixed for the following Asset Classes:
  - Equipment
  - Computer Hardware
  - Computer Software (Purchased)
  - Smart Classroom
  - Vehicles
  - Furniture and Fixtures
  - Works of Art and Historical Treasures

Certain items are not individually tagged or physically taggable (e.g. Artwork, Software, Vehicles) For these items, tag numbers are assigned and the bar code tag is attached to the purchase order copy

Class of Asset	Threshold
1) Building	All
2) Building Improvements	\$25,000
3) Land	All
4) Land Improvements	\$25,000
5) Equipment	\$5,000
6) Furniture and Fixtures	\$5,000
7) Computer Software	\$5,000
8) Vehicles	\$5,000
9) Computer Hardware	\$1,000
10) Infrastructure	\$100,000
11) Infrastructure Improvements	\$100,000
12) Works of art/historical treasures	\$5,000
13) Construction in Progress (capitalized until substantially completed)	N/A

## 2. Tagging Procedures

- Stock and Receiving staff must arrange with IT delivery/receipt of items for tagging against proper receipt.
- Stock and Receiving and IT staff must store all equipment in available spaces and maintain proper inventory records.
- IT staff must ensure that equipment is delivered to a department/person or installed with proper records. These records must contain either tag numbers or serial numbers of the manufacturer and be maintained on file.
- IT and Receiving and Stock staff must use the Property Transfer Form for all such internal and external transfers of computer equipment. IT and Receiving and Stock staff must submit to Campus Security and Public Safety, who will, in turn, forward another copy to the Property Manager for necessary updates and verification at the site.
- Property Management staff will verify the description, make, model, serial number, and location of the equipment. That is, any fixed or movable tangible assets to be used for operations
- Property Management staff will adhere to the College's capitalization tagging policy to tag computer hardware or software with per item cost greater than or equal to \$1,000, and other equipment/furniture greater than or equal to \$5,000
- Property Management staff will monitor each tagged asset specified useful life; example for computer, 6 years.
- Property Management staff would facilitate the CUNY reconciliation process on a quarterly basis for Tax Levy, DASNY and DDCM. RF reconciliation is done on a monthly basis.

**\*\*\*\*\*The College also selectively tags items that are deemed sensitive even if they have a per item cost are less than the thresholds (e.g., computers, laptops, printers, and cameras. The average time frame for items to be tagged is one to 15 days from the time of receipt.**

- Property Management staff will obtain all pertinent information required for tagging of equipment purchased through other funds; such as, RF, DASNY and other Capital budget.
- Central Office furnishes monthly reports for Research Foundation for reconciliation of those items paid for the corresponding month.
- RF also furnishes the percentage of items purchased/paid and what is tagged for each college through Central Office.

For purchases with DASNY funding, Central Office collects all purchase orders and load them into Share Point. Property Management staff will retrieve record to complete the quarterly reconciliation as well as periodic tagging.

- Property Management staff will affix tags in an area where it can be easily accessed for scanning during the annual inventory.

- I. All tags must remain affixed as long as the property is in the possession or in the control of the College.
- II. The relevant data on tagged property are entered into CUNYfirst in a timely manner.
- III. CUNY requires tagging and data entry into CUNYfirst to be completed within two (2) weeks of receiving property notification.

When property cannot be bar coded/tagged or entered in CUNYfirst on a timely basis, under certain understandable circumstances, it should be done no later **15 days from the date of receipt**.

**Other exceptions address items** that are considered “not physically tag-worthy (NPT)” or “aggregate.”

- I. For NPT items, tag numbers are assigned, and the bar code tag is attached to the purchase order copy.
- II. The same information obtained for items to be tagged should be entered in the file as an NPT item.

#### **A. SENSITIVE ITEMS**

“Sensitive” Items – Selected equipment with a purchase price less than \$5,000 such as IPADS, laptops, desktops, A/V equipment, etc. are defined as “Sensitive” to theft and must be tagged.

#### **B. ASSET CLASSES**

CUNY uses the following 19 capital asset classes in their operations:

##### **Tangible Assets**

1. Building
2. Building Improvements
3. Land
4. Land
5. Infrastructure
6. Improvements
7. Equipment
8. SMART CLASSROOM
9. Works of Art and Historical Treasures
10. Furniture and Fixtures
11. Computer Software (Purchased)
12. Computer Hardware
13. Vehicles

##### **Intangible Assets**

14. Copyright
15. Trademark
16. Patent
17. Easements
18. Internally developed software (including websites)
19. Construction-in-Progress (CIP)

Capital asset policy that was updated in 2016 states THAT ON ACCOUNT OF GASB 51, (See Below).

14	Copyright	\$25,000	<p>Salary of employees for pro-rated for time spent in the creation of the copyrighted material (i.e. book, magazine, or TV program), after all specified conditions criteria have been met.</p> <p>Costs related to registration of copyright (i.e. attorney fees, registration fees)</p>	80 years
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Similarly, as per GASB 46, patents are being reported by the College since then.

### 3. Inventory Procedures

- Property Management staff perform an annual re-inventory after Central Office “resets the flags’ of all equipment/assets in CF. This process automatically lists every item that has been tagged and entered into CUNYfirst as not found.
- Property Management staff upon completion of the re-inventory, will update the system for each item by loading the scanner files at regular intervals in Tumbleweed
- Any item that was purchased during the current year, but received after year end will not be included in the current inventory process. This item will instead be counted during the subsequent year’s re-inventory. (This includes those items that have been received, but not entered into CUNYfirst).
- Property Management staff will work with department heads to ensure that all equipment purchased and located in their respective units can be accounted for during the annual inventory.
- Property Management staff will document all equipment that are missing from the initial scanned inventory.

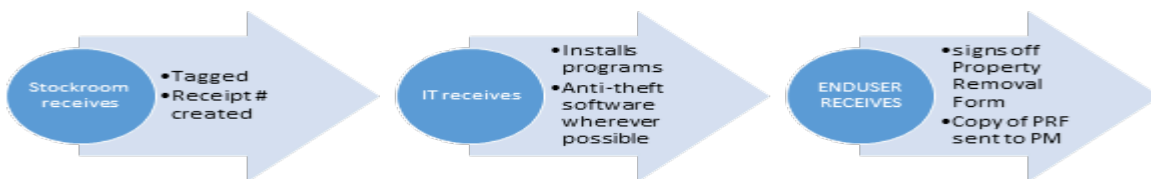


Figure 1- Map of the Inventory Process

\*\*\*\*\*Note: All department deans, chairs, and CLT staff are responsible for the equipment in their departments and are required to keep documentation on all their newly acquired equipment.

## IX. Facilities Management

The Facilities Management staff is responsible for the coordination of the removal of inventorial equipment and furniture in conjunction with the Property Management staff. Movement of furniture/equipment must be initiated by completing the official Furniture Removal Form (See Appendix C).

The Office move procedure is as follows:

All move requests should be submitted two weeks prior to the official move date.

- Department must complete the Office Move Form and obtain the approval from the associated department head followed by the approvals from the Facilities Planning Office and the Provost and/or President Office.
- Upon the receipt of all required approvals, the Office of Campus Planning staff will inspect the space being vacated and the new location where the equipment should be transferred.
- The Office of Campus Planning staff will contact the required offices for the coordination of the move. These offices with their associated responsibilities for the move are as follows:
  - Office of Campus Planning staff will contact Stock Room and request boxes as needed
  - Office of Campus Planning staff will contact and coordinate with B&G with the specific information regarding the items being moved as a way of tracking both furniture and equipment. This includes the space preparation for occupancy: painting, floor care, etc.
  - Office of Campus Planning staff will contact IT Service Desk and opens a ticket on behalf of the employee to be relocated.
  - Office of Campus planning staff will provide the moving date, current and new location and the equipment needed at the new location to HR, IT, PM.
  - Office of Campus Planning staff will report the move request to HR.
  - IT is informed of the move; a request is placed for the disconnection/reconnection of any equipment, relocation/new request of phone extensions and/or the need for additional equipment such as a printer or printer access. **IT staff must complete the Property Removal and Transfer Authorization Form before equipment is removed from the location.**
    - I. Office of Campus Planning will inform the Property Management staff of the move. Property Management upon receiving this notice will inform Office of Campus Planning on all tagging requirements as needed
    - II. Office of Campus Planning will inform Public Safety of the move to ensure proper verification of equipment entering/exiting the building, tags are in place as well as forms are completed as required (Note, IT staff is responsible for the completion of this form)

## **X. Environmental Health and Safety Office/OSHA**

Environmental Health and Safety Office is responsible for ensuring the disposal of property is done in compliance with the applicable EPA regulations. This process is to be completed collectively with the key areas: Property Management, Facilities Management and IT Offices.

The procedure to identify, remove and dispose of all items that have past their useful life is as follows:

- IT staff will establish end of useful life for all electronics (computers/phones/printers/fax machines/ cables/electronic devices-cell phones/iPad/notebooks).
- IT staff will notify Property Management staff to remove items from College inventory list.
- Property Management staff will contact Facilities Management staff to request the removal of item identified for E-waste and transportation to the E-waste accumulation area.
- Facilities Management staff will contact OSHA when E-waste is 60-90% filled.
- OSHA will coordinate pick up of electronic waste by an outside contractor who would transport E-waste to the recycle and disposal facility.

## **XI. Human Resources (HR) Office**

- Human Resources staff will facilitate the coordination of all new employees' registration in CUNYfirst HCM and College database with the IT Office.
- HR staff will oversee the employee's exit process at the time the employee resigns, retires or is terminated. This process includes but not limited to— the release of the required notifications to the appropriate offices to ensure employees' data are submitted for the establishment of e-mail accounts, assignment of telephone numbers, computer/electronic devices; etc.
- HR staff will confirm all property assigned to such employees are identified and returned with the associated offices (Property Management/IT/Facilities/Public Safety/Library/Payroll) prior to the employee's exit from the College.
- Human Resource staff will ensure procedures followed for the employees' termination and/or separation from the College is done in compliance to CUNY Separation of Employment Policy.

\*\*\*CUNY Separation of Employment policy states: When employment is terminated or an employer is not on a special assignment, Human Resources Administration must notify the Property Management Office to determine the provided equipment need to be returned to the College. The Human Resource Office director must copy the Property Management staff on communications with employees during the employment exit process. Property that belongs to the College is subject to recall by the College at any time (See Human Resources Employees Exit Form Appendix D).

## **New Employee Registration**

1. HR initiates CRM ticket to IT service desk for email address and Active Directory account. The request must provide the following information:
  - Official name as registered in CUNYfirst
  - Functional title
  - Department
  - Supervisor's name
  - Start date

HR staff will obtain confirmation from the IT staff that the requested e-mail account and telephone number are created and assigned.

## **2. Employee Separation:**

HR staff will contact the Service Desk to open a ticket regarding the employee separation. Service ticket must include the following information:

- Employee's name
- Departure date

The IT Service Desk will dispatch tickets to various teams, as follows:

- System Administrator to disable access privileges to the following college systems:
  - Email
  - Active Directory
  - VPN, if any
  - Collect access codes for third-party systems, if any
- CUNYfirst Security Administrator to disable CUNYfirst and portal account
- Office365 Administrator to disable admin account, if any
- Telecom Administrator to disable phone device, voice mail, mobile account, and retrieve cellphone

Desktop Support team will ---

- Refresh the PC storage and preserve user data upon request from General Console
- Retrieve tablet and laptop equipment assigned to the employee
- Report retrieved equipment to the Property Manager by email and transfer form
- Directory Admin to remove the employee from the college online directory

HR will ensure the Faculty and Staff Clearance Sign-Off Form (see Appendix D) is signed by the appropriate offices (IT/Property Management/Public Safety/Library/Payroll/department) before the employee's exit

HR will coordinate and ensure employee's supervisor signs/confirm all equipment assigned to the employee are returned prior to the employee's exit

HR will inform IT Service Desk when the departure process has been completed

HR will receive confirmation from IT Service Desk when the ticket is closed.

## **XII. Campus Security & Public Safety (PS) Office**

The chief responsibility of Public Safety is to safeguard College assets and to protect against the unauthorized removal of College property. Public Safety officers are required to sign the College Property Removal/Transfer Authorization Form. Additionally, Public Safety officers should ensure property removed by buildings or grounds has proper authorization to be removed, as supported by the referenced form.

- PS officer will verify all items entering/exiting College buildings are identified on the Property Removal/Transfer Authorization Form
- PS officer will sign each Property Removal/Transfer Authorization Form at exit when the item is leaving one building and when the item is entering the building
- PS is also responsible for removing and adding key access from old to new location of occupants
- PS officer will retrieve keys and College identification documents from employees who have severed their relationship with the College.

## **XIII. Office of Information Technology**

### **1. New Employee Registration**

IT staff will conduct the following procedures when establishing new employee registration:

- Upon receiving the HR CRM ticket, the Service Desk will dispatch the request to the system administrator to create an e-mail and AD accounts.
- The system administrator completes the task and updates the ticket with e-mail address and AD account name.
- Service Desk dispatches the request to Telecom Administrator to provide a phone number, device, and voice mail services
- Telecom Administrator completes the task and updates the ticket with phone number and device type
- Service Desk dispatches the request to Desktop Support to setup desktop PC, network share/s, and network printer connection based on the information they received from the ticket report
- Desktop Support technicians are responsible to inform Property Manager when they transfer or provide new computer equipment to an employee. They must submit "IT Property Removal/Transfer Authorization Form" and send a digital copy to Property Management Office.
- Service Desk dispatches the request to Directory Administrator to add new employee to the college directory
- Directory Administrator completes the task by updating the college online directory
- Service Desk contacts the new employee or Department Secretary to confirm the completion of all requests and close the ticket

### **2. Equipment Loaner Program-At-Home/Off-Campus (AH/OC)**

- IT staff will oversee the College Laptop Loans for Faculty and Staff. Employees participating in program are required to complete and sign the College Laptop Loans for Faculty and Staff Request Form (See Appendix B). IT must ensure return of the equipment loaned within a definite time frame for which they must follow up periodically.

- IT staff will maintain an active file of the original Loan Request document and associated Property Removal/Transfer Authorization Form for their follow up and receipt acknowledgment of items on the loan document; a copy of the Property Removal/ Transfer Authorization Form must be submitted to the Property Management Office and Public Safety.
- Property Management staff will use this form as a record of College property that is off-campus or at-home. This form must include the employees' name, department and period of loan
- Employees participating in the loaner program will ensure all property taken off-campus are for the sole purpose of conducting College business
- Employees by signing the Laptop Loans for Faculty and Staff Request Form agree to the period of the loan; therefore, loaner equipment must be returned to the IT Office at the specified date
- Employees are responsible for the proper care, transportation, security and must ensure that the property will be returned in a satisfactory working condition on completion of the College related purpose
- IT staff will approve each request with notification via the Property Removal/Transfer Authorization Form to the Property Management Office and Public Safety
- \*\*\*During the time of the equipment re-inventory, employee will physically return the loaner item brought back to the College for Property Management staff to scan
- Employees must present loaner item to the College at the re-inventory time; there are no exceptions
- Upon return of property the Laptop Loans for Faculty and Staff Request Form should be updated to reflect the returning of the property from the employee's home to the College. A copy of this form should be submitted to the Property Management staff as record of this action.

### **3. Transfer of Equipment**

- IT staff must use the Property Transfer Form for internal and external transfers. IT staff must submit two copies of the Form a Campus Security and Public Safety staff, who would forward another copy to the Property Manager for necessary update and verification at the site.
- College property is subject to periodic audits that require controlled procedures. The goal is to report accurate data that support CUNY guidelines in a timely manner. It is the responsibility of each department to notify the Property Management staff when the status or disposition of furniture and equipment is changed. Property acquisition, transfer and/or disposition are the most crucial aspects of inventory control.
- Transfer of College property occurring between offices is coordinated through the Facilities Management Office (see procedure outlined for Facilities as well as the associated Appendix C)
- For the Department of Property Management to maintain an accurate database, it is imperative for the Department Liaison to adhere to the following procedures

- Coordinate the equipment transfer with the user office, Property Management, IT and Buildings & Grounds Department
- Before equipment is moved, Property Management staff is required to obtain the College tag number, item description, manufacturer, model number, serial number, old location of the property, and new location.
- If an item is to be disposed, indicate the type of disposal.

\*\*\*It is imperative that property changes are handled promptly to avoid unnecessary challenge in locating the items.

- Upon receipt of the completed Move Request Form, Property Management staff should review the documentation and make the necessary arrangements. For in house transfers, the Campus Planning staff should contact and submit the request to Building and Grounds (Building Maintenance Department) or designee
- The Building & Grounds Department staff will move the item to the new location
- A College's property may at times be transferred to other CUNY Colleges. In this case, the department which initiates a property transfer to another CUNY College must contact the Property Management Office and provide supporting documentation of the transfer
- Property Management staff shall notify the receiving College's Property Management Office and Central Office regarding the transfer.

#### 4. Loss/Stolen Assets On/Off Campus

According to internal control guidelines issued by the State Comptroller, a State audit requires all Senior Colleges including Central Office to report the theft or loss of state-funded property with a value in excess of \$1,000. To file a report of these items the College is required to follow a specific process. That is, the College should provide a copy of the **incident report** obtained from the user department reporting the theft or loss that documents, the circumstances concerning the theft or loss. This should be submitted to CUNY who in turn would report such incident on behalf of the College to the State Comptroller.

A copy of this incident report should also be provided to the College's Property Management Office and items would be marked as "Loss/Stolen" in CUNYfirst.

Property Management staff should send a copy of the report including the list of items that have been disposed as stolen or loss in CUNYfirst to the Office of the University Controller. While this reporting requirement applies only to State-funded assets, the user department at the College should ensure that incident reports are prepared and provided to Property Management staff whenever any supplies or equipment are stolen or lost.

If items marked as loss/stolen are subsequently found, Property Management staff should notify/email Central Office and the Office of the State Comptroller and write a comment in CUNYfirst indicating that the item has been recovered and is again part of College inventory. After Central Office receives notification, Central Office should update the disposition type/date of the item in CUNYFirst.

## **5. On Campus**

- In Compliance with the reporting requirements stated above, user departments/offices are required to file a report with the Public Safety Office immediately upon discovering tangible assets are missing and/or stolen in their respective offices.
- Public safety will provide a copy of this report to the Property Management Office
- Public Safety is required to conduct a thorough investigation of the stolen asset. Once the investigation is completed, Public Safety will make a report to the nearest precinct
- On the basis of the investigation's findings, a final determination is made concerning disposition of the equipment. A copy of the police report must be submitted to the Property Management before the item can be removed from inventory record as stolen.
- Public Safety is required to notify the IT staff about the stolen equipment to initiate the anti-theft software program. A police report is required by the vendor for this action. This anti-theft software tracks all equipment that was programmed with the software prior to such equipment reported as stolen
- For tagged items that are subsequently missing, Property Management staff will conduct a thorough review of the College's salvage/disposal listing and Security reports to determine whether such items were disposed, salvaged, or stolen without having completed the required documentation
- Once the Property Management staff has found as many NFIs as possible, the Property Management staff will run a final CUNYFIRST reconciliation that is uploaded into the main CUNYFIRST database system
- A final NFI file is also created for the College, consisting of items that could not be found during the scanning process
- If there are items that are not found, these are left marked as "NFI," Not-Found. If they are not recovered for two years, the College will consider writing the items off as per CUNY policy
- Equipment found obsolete, discarded or stolen should be updated in the system accordingly. When property is not located and it is determined to have been disposed, the Property Management staff has the authority to determine the type of disposition applicable to the property. Writing off items based on expected life and present condition is a contributing factor for reducing the NFI items under special circumstances.

## **6. Off-Campus**

The procedure for reporting Loss/Stolen asset Off-Campus is the same as the one outlined for Loss/Stolen On-Campus. The only exception is the employee having temporary ownership of equipment through the College Loaner Program and/or through individual assignment, should report loss/stolen items directly to

the neighboring precinct. The employee filing the report must obtain a copy of the report and submit directly to the Public Safety Office and the Property Management Office.

#### **XIV. Disposal of College Assets**

On a regular basis, various departments within the College will contact the IT department in order to notify them that they are in possession of equipment that needs to be disposed of. IT will examine the equipment and consult with Property Management staff about the course of action to be taken. Some items can be repaired and re-used in a different location and other items may be considered obsolete and fit for salvage in which case a property removal form is filled out, approved by the Department Head and sent to the Property Manager/OSHA Officer for further actions. The Property Manager will record the disposal in CUNYFIRST. The OSHA Officer arranges removal and disposal which is also recorded in CUNYFIRST.

IT staff are responsible for removing memory/hard drive from computers or any other part for cannibalization or salvage. No item can ever be removed from CUNYFIRST; only its disposition can be modified.

Disposition of property purchased through Tax Levy funds must follow State or City guidelines. For equipment purchased through Research Foundation grants, Property Management staff must coordinate such disposal with RF directly. Note RF deals with sponsors, with differing regulations regarding the disposition of property; therefore, it is imperative that RF Property Management staff is contacted prior to taking any disposition action for property acquired through the RF.

When computers and /or other electronic equipment are no longer wanted, users must submit Property Control Form request online or via e-mail to the Property Management staff or designee. The Property Management staff will coordinate as follows:

##### **a) Disposal of Computers and Monitors Only**

Property Management staff are required to inform IT to prepare the equipment according to CUNY policies. The hard drive should be removed and all data should be erased from the hard disks in preparation for the transfer of the equipment off campus. Upon completion, IT certifies by using the Property Control Form that:

- All College data has been completely removed, and
- All Licensed software has been completely removed

##### **b) Electronics Disposal**

Property Management staff should inform the Buildings and Grounds Department to collect any unwanted electronic equipment for relocation to the storage area designated. Before electronics items are moved, Property Management staff should notify OSHA to ensure removal are completed in compliance to all EPA regulations.

- 1.) Copier machines with hard disk drives must be checked for removal of the drives or data deletion if possible prior to vendor pick up
- 2.) Electronic equipment should be removed within a timely manner
- 3.) Coordination of the electronic waste should be done by OSHA
- 4.) Property Management staff must update record in CUNYfirst accordingly
- 5.) All bills of lading and expenses are kept on file within the OSHA as a record of appropriate disposal

**XV. WHO/WHAT/WHERE locations for property return.....**

<b>WHO</b>	<b>WHAT</b>	<b>WHERE</b>
<b>Terminated/Retired Staff (Staff participating on loaner Program)</b>	<b>Computer/laptop/EDP Equipment/iPad/Tablet</b>	<b>Office of Information Technology</b>
<b>Terminated/Retired Staff</b>	<b>Cellular Devices</b>	<b>Office of Information Technology</b>
<b>Terminated/Retired Staff</b>	<b>Furniture</b>	<b>Facilities Management</b>
<b>Terminated/Retired Staff</b>	<b>Tools</b>	<b>Buildings &amp; Grounds Department</b>
<b>Terminated/Retired Staff</b>	<b>Keys/Identification Cards</b>	<b>Public Safety Office</b>

## APENDIX A

MEC Property Management Manual

CUNY Property Management Manual

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/budget-and-finance/resources/Property-Management-Manual-Procedure-and-User-Guide.pdf>

CUNY ASSET MANAGEMENT

[https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/budget-and-finance/resources/CUNYfirst-Asset-Management-Quick-Reference-Guide\\_Final.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/budget-and-finance/resources/CUNYfirst-Asset-Management-Quick-Reference-Guide_Final.pdf)

## APPENDIX B

MEC Property Management Control Form

[https://www.mec.cuny.edu/pdf/Property\\_Control.pdf](https://www.mec.cuny.edu/pdf/Property_Control.pdf)

## APPENDIX C

APPENDIX D

