

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Equipment Inventory Procedures

DATE: February 14, 2008

PURPOSE: To establish a uniform procedure for inventory control of equipment obtained and owned by MCC.

SCOPE: This procedure applies to all employees of the College.

GENERAL PRINCIPLES:

Equipment should be properly inventoried to ensure cost-effective and responsible ownership of College property.

1. Equipment Defined

A. Capitalized Movable Equipment

Equipment to be considered and inventoried as capitalized movable equipment would meet the following criteria:

- 1) It is purchased from funds object code 5530.
- 2) Its unit cost plus shipping charges are \$2,500 or more.
- 3) The item has a life expectancy of three (3) years or more.
- 4) It does not lose its identity through incorporation into a different or more complex unit.
- 5) It retains its original shape or appearance with use.
- 6) It can be transported from one location to another.
- 7) This type of equipment will be tagged upon receipt and will be periodically checked for inventory purposes.

B. Non-Capitalized Equipment - Equipment to be considered and inventoried as non-capitalized movable equipment would meet the following criteria:

- 1) It is purchased from funds object code 5540.

- 2) Its unit cost, plus shipping charges, is \$500 or more but less than \$2,500.
- 3) It does not lose its identity through incorporation into a different or more complex unit.
- 4) It retains its original shape or appearance with use.
- 5) It can be transported from one location to another.
- 6) This type of equipment will be tagged upon receipt and will be periodically checked for inventory purposes.

2. Methods by Which Equipment is Obtained

Equipment items are obtained by MCC through

- A. Purchase orders if over \$500. If under \$500, the use of the procurement card is permissible in certain instances.
- B. Donations
- C. State and federal agencies as surplus or loaned equipment

3. Equipment Received and Processed by MCC Central Receiving

Equipment items obtained by a purchase order which are received and processed through the MCC central receiving section, will be inventoried and have an MCC inventory tag affixed to the item prior to delivery to the requestor. The requestor will provide the specific location of the items, e.g., campus, building, and room number, or city and street address for items located off-campus.

NOTE: Exceptions to the above procedures include equipment, which is delivered directly to the end user and accounted for. In these cases, the requestor will notify the central inventory section immediately after the installation has been completed so that the item(s) may be inventoried and accounted for by the computer-stored equipment inventory system.

4. Equipment received from the Vendor by the Requestor

For equipment obtained by purchase order and not processed through the MCC central receiving section, the following procedures apply:

- A. The requestor will sign and date the receiving document and/or invoice and ensure that the applicable purchase order number is listed on the document.
- B. The requestor will, within one (1) working day after receipt of the property, send the signed and dated receiving document/invoice, plus, if applicable, the freight company bill to Central Stores, Building #25, Fort Omaha Campus.

- C. Provide the specific location of the items, e.g., campus, building and room number, or city and street address for items located off-campus.
- D. The Central Stores, inventory section will then assign a MCC inventory number and affix a MCC inventory tag to the item.

5. Donated Equipment

- A. Any tangible, intangible or real property offered to the College shall not be accepted directly by the College. Donated property shall only be offered to and accepted by the Metropolitan Community College Foundation (the MCC Foundation), a 501(c)(3) organization. The MCC Foundation may offer a gift of property to the College and the College may accept.
- B. Whenever a gift of real property is offered to the College by the MCC Foundation, it shall not be accepted on behalf of the College without prior Board approval. Whenever a gift of tangible or intangible property is offered to the College by the MCC Foundation, it may be accepted by the President on behalf of the College without prior Board approval, if it meets all the requirements as prescribed by Board Policy.
- C. Upon receipt of an approved donated item, the receiving cost center will prepare and send to Central Stores a copy of the MCC President's approval and a memo with the following information:
 - 1) Description of the item(s).
 - 2) Manufacturer, model number, serial number (if applicable) and the estimated dollar value of each item as determined by the donor.
 - 3) Cost center number and cost center name that received the item.
 - 4) Specific location of the item(s), e.g campus, building, and room number, or city and street address for items located off-campus
- D. The Central Stores' Inventory Section will then assign an inventory number and affix a MCC inventory tag to the item(s).

6. Surplus Equipment from State and Federal Agencies

Equipment obtained from state and federal agencies will be processed under paragraph 3, 4, or 5 above, depending on the method by which the equipment is received.

7. Repair of Equipment Item(s)

Request of a purchase order for the repair of an equipment item shall include an item description and include the MCC inventory tag number and the serial number.

8. Trade-In of Equipment Item(s)

Equipment to be traded-in on replacement will include an item description, the MCC inventory tag number and the serial number on both the purchase requisition and the purchase order for the replacement equipment.

When the trade-in equipment is transferred to the vendor by the requestor and is not processed through Central Stores, the requestor will remove the MCC inventory tag and forward it to Central Stores, Building #25, Fort Omaha Campus, with a memo reference to the applicable purchase order number.

9. Move/Transfer/Turn-In of Equipment Item(s)

- A. Cost Centers moving/transferring/turning-in non-computer equipment will use MCC Form "Move/Transfer/Turn-In of Equipment Form". To move any computer or telephony equipment, use the "Movement of Microcomputer Equipment Form. To turn-in computer or telephone equipment, use the ""Turn-In of Microcomputer or Telephony Equipment Form". These forms may be obtained by accessing the Forms Bank on the Intranet. Forms must be returned to Central Stores.

If maintenance staff is required to move transferred equipment, the cost center wishing to transfer equipment will also prepare and send to the appropriate maintenance request through their website,

10. Physical Inventory of Equipment

- A. On at least an annual cycle, all capitalized and non-capitalized assets within each campus will be physically counted by a member of the Business Office / Fixed Assets staff. The staff will conduct a perpetual inventory of all College property on all campuses and centers.
- B. Additionally, all equipment connected to the College's networking system will provide inventory information, such as current location, warranty, licensing and other information regarding the networked asset, on a regular basis through software specifically designed to capture this type of information.

Adopted 12/22/89; Revised 4/23/03; 11/16/04; 5/25/05; 2/14/08