

THE  
UNIVERSITY  
OF RHODE ISLAND

MOVEABLE EQUIPMENT INVENTORY

---

AND

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SPACE MANAGEMENT SYSTEM

***USER MANUAL***

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# INTRODUCTION

## **0.0 PURPOSE OF THE MANUAL**

The University of Rhode Island's Moveable Equipment Inventory and Space Utilization System responds to and complies with the requirements of the Office of Management and Budget (OMB) Cost Principles for Educational Institutions and Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations 2 CFR, Part 200.

This system operates in coordination with the University's Property Management, Purchasing, Controller, and Accounting systems to provide accurate and timely information concerning University moveable equipment and spaces.

This User Manual has been prepared to assist University personnel who must:

- review the components of the system;
- operate the system in a manner which complies with Federal regulations; and
- maintain the system.

## **0.1 HOW THE MANUAL IS ORGANIZED**

This User Manual is organized to present information to two major user groups:

- Department Chairpersons and other administrative and academic personnel who are charged with space and equipment responsibilities, and
- Property Department personnel who are responsible for operating, maintaining, updating, and/or administering the equipment and space system.

Part I addresses the need of the first group by describing the background of the system, development components of the system, and instructions for maintaining the system. Part II represents technical information concerning system components.

## **THERE ARE FIVE MAIN CHAPTERS TO PART I**

- **Chapter 1 - Background** discusses the requirements of OMB Cost Principles for Educational Institutions and Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations 2 CFR, Part 200 , the purpose of instituting the equipment inventory system, the scope of the system and the roles of the key users of the system.
- **Chapter 2 - Space Management System** defines "accountable space", describes space activities, maintenance requirements, and system reporting requirements.
- **Chapter 3 - User Maintenance Procedures –Space Management System** tells the user how the space utilization system works, namely:
  - who must complete space data forms and how often;
  - how are accountable spaces certified;
  - who must participate in the periodic inventory process;

- **Chapter 4 – Equipment Inventory System** – defines “accountable property”, identifies University policy and State of Rhode Island policy directives dealing with equipment linked to space, and defines the broad categories into which equipment is categorized.
- **Chapter 5 - User Maintenance Procedures – Equipment Inventory System** tells the user how the equipment system works. The following major topics are addressed in this section:
  - who must complete reports and how often;
  - how responsible persons update their records;
  - who must participate in the periodic inventory process;

***PART II - TECHNICAL INFORMATION CONSISTS OF FOUR MAIN CHAPTERS:***

- **Chapter 6 - Data Processing** describes data entry techniques and procedures for modifying the database.
- **Chapter 7 - Property Management Functions** tells the Property/Inventory department how to operate the system. This chapter describes both the equipment inventory and space management systems:
  - how to collect, enter and control data;
  - how to request reports from the system;
  - how to maintain the system.
- **Chapter 8 - Indirect Cost Recovery Compliance Procedures** explains the procedures which the Controller’s Office will follow to calculate depreciation charges and use allowances and to allocate these charges to the direct and indirect cost pools established by OMB Cost Principles for Educational Institutions 2 CFR, Part 200 Section 200.414.
- **Chapter 9 - Conducting Inventories** describes the procedures to be followed in the inventories of equipment and space.

***0.2 RESPONSIBILITY FOR MAINTAINING THE SYSTEM***

The University Property/Inventory Department is charged with primary responsibility for maintaining and operating the Equipment Inventory and Space Management System. The successful operation of the system requires coordination among the representatives of the Property Office, Management Information Services, Purchasing, Sponsored & Cost Accounting, Research Office, Controller and the various Administrative, Operating and Academic Departments.

**The Property/Inventory Department is responsible for:**

- operating and maintaining the system;
- monitoring system compliance;
- reviewing system reports;
- maintaining and reconciling control logs; and
- performing periodic inventories
- taking corrective actions on reviews/audits from cognizant agencies

The Research Office is responsible for sending the Property Department all modifications supplying Government Furnished Equipment regardless of value. The Research Office is also responsible for notifying the Property Department that there are deliverables contracts with the University.

The Purchasing Department is responsible for reviewing screening certification documents for completeness and providing information concerning all equipment acquisitions purchase orders to the University Property/Inventory Department.

The Controller's Office is responsible for reconciling the equipment inventory subsidiary records with the plant fund of the general ledger and calculating the depreciation charge for the University's indirect cost allocation proposal.

Department Chairpersons are responsible for periodically reviewing and certifying the accuracy of their departmental inventories. Department and building inventory reports will be provided by Property Officers:

1. Review and certify department inventory listings with designated department responsible persons, noting any and all changes in status for equipment.
2. Make timely notifications to the Property Officers when such changes occur.
3. Screen department inventory reports before purchasing new equipment items meeting the capitalization policy; and
4. Notify the Property Officers of new equipment acquisitions (including those which do not involve the normal purchasing procedures, e.g., donations, transfers from other institutions, Foundation purchases).

Departmental Principal Investigators are responsible for equipment purchased under their grants and contracts. The Property/Inventory Department acts as a liaison between the Principal Investigators and the sponsoring agencies in equipment related matters.

### **0.3 RESPONSIBILITY FOR MAINTAINING THE USER MANUAL**

The Coordinators of Acquisitions and Space are responsible for updating the User Manual to reflect procedural modifications, system design changes, and changes required as a result of University policy decisions. It is the responsibility of the administrative and academic departments to inform the coordinators of changes to established operating procedures and policies which impact the Moveable Equipment Inventory and Space Utilization System. The Coordinators and Property Officers will review this manual in an ongoing fashion and at the start of each new fiscal year.

# CHAPTER 1

## BACKGROUND

### **1.0 OMB UNIFORM GUIDANCE AT 2 CFR 200**

The Office of Management and Budget (OMB) contain the Federal guidelines for reimbursement of costs relating to Federally sponsored research. Additionally, the Department of Energy Regulations contains the guidelines for the management of government property.

OMB Uniform Guidance 2 CFR 200 provides a governmentwide framework for grants management. It supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122. Section 200.439, Equipment and other capital expenditures sets forth rules of allowability. Section 200.310 through 200.316 relate to property standards.

The University is required to observe these published standards in operating its Equipment Inventory and Space Utilization System. The cognizant Federal agency which monitors the University's compliance with the standards is the Department of Health and Human Services (DHHS). Compliance is assured through periodic audits of direct and indirect costs charged to Federal grants or other agreements.

### **1.1 PURPOSE OF THE SYSTEM**

The University of Rhode Island's Moveable Equipment Inventory and Space Utilization System has been developed to achieve the following objectives:

- Provide departments with accurate and timely information concerning equipment under their control;
- Comply with the Federal requirements specified in OMB Uniform Guidance 2 CFR Part 200;
- Provide a means of collecting, storing, updating, and retrieving moveable equipment and space information;
- Provide a means of screening new equipment purchases to protect against unnecessary expenditures (the Asset Management unit of the Insite Client facilitates on-line retrieval of equipment asset types/locations quickly);
- Permit the University to recover the costs of utilizing University-owned equipment in support of Federally-sponsored projects; and
- Supply University management with detailed inventory records necessary to allocate scarce resources and to make other equipment and space related management decisions.

### **1.2 SCOPE**

The System is University-wide in scope. The URI Moveable Equipment Inventory and Space Utilization System User Manual is designed to capture information from all University departments and organizations responsible for equipment and space. To ensure the accuracy of the system, the cooperation of all University personnel with equipment and space responsibilities is required.

The Equipment Inventory System records, reports, and stores information about moveable equipment with an acquisition cost of \$1,000 or more and a useful life of one or more years.



### **1.3 SYSTEM USERS**

Specific users of the equipment inventory system and their respective roles are:

1. University Property/Inventory - Administrative responsibilities for efficient and effective system operations are vested in this office.
2. Department Responsible Persons - Department personnel with equipment and space responsibilities provide input and changes to the system, and perform checks of the system through periodic reviews of space and equipment inventory reports in conjunction with the Property Officers.
3. Purchasing Department/Accounting - These departments process all requests for new equipment acquisitions, maintain information on the screening process, and provide descriptive equipment information for the system. Accounting is responsible for processing all the invoices. The Property Department goes into the PeopleSoft database and prints all invoices for equipment purchased.
4. Controller's Office - This department performs the reconciliation of the physical Inventory records, which support the depreciation and/or use allowance charges included in the indirect cost allocation proposal.

# CHAPTER 2

## SPACE UTILIZATION SYSTEM OVERVIEW

### **2.0 PURPOSE**

The purpose of the Space Utilization System is to identify University spaces, record useable spaces to a department and a function, determine room descriptions and measure and record the net square footage of University rooms.

### **2.1 ACCOUNTABLE SPACE**

The University has adopted 15 function definitions to describe accountable space. Equipment use allowance or depreciation is allocated to these activities based upon the amount of space assigned to each activity within a department.

### **2.10 SPACE FUNCTIONS**

- **Sponsored Research (SR)** - Space used for specific research projects which are separately budgeted and accounted for by the institution (i.e., federal, state, city or private projects); and for activities involving the training of individuals in research techniques (research training) where such activities utilize the same facilities as other research and development activities. This includes space used to satisfy cost sharing or matching requirements on research grants and contracts. Space use for partnerships falls under this definition which is commonly referred as university research.
- **Agricultural Experiment Station (AS)** - Space used for specific research projects in the Agriculture Experiment Station - located in the College of the Environment and Life Sciences - which are separately budgeted and accounted for (RHXXXXX) by the institution (e.g., Hatch, McIntyre - Stennis, Animal Health, Regional Research). This includes space used to satisfy cost sharing or matching requirements on AES grants.
- **Instruction (IN)**
  - **Teaching and Training** - All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis (e.g., classroom teaching, preparing instructional materials, preparing and grading examinations, etc.)
  - **Departmental Research** - Research development and scholarly activities that are not separately budgeted and accounted for on an individual project basis.
- **Sponsored Training (ST)** - Instructional or training activities sponsored by Federal Grant agencies and non-Federal organizations through grants, contracts, and cooperative agreements. However, sponsored training of individuals in research techniques (commonly called research training) should be classified as Sponsored Research.
- **Other Sponsored Activities (OA)** - Space used for specific projects, i.e., community action and service programs, which are separately budgeted and accounted for by the institution and do not qualify as either research, instruction or sponsored training. This category includes space used to satisfy cost sharing or matching requirements on these projects.
- **Operations and Maintenance (OM)** - Includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include: janitorial and custodial services; repairs and ordinary or normal alterations to buildings, equipment, and furniture; design services; security; earthquake and disaster preparedness; environmental health and safety; property and equipment insurance; space and capital leasing; facility planning and management; care of grounds; maintenance and operation of buildings and other physical facilities.

- **Library (LY)** - Includes activities that directly support the operation of the central library system. Departmental libraries that do not report to the central library system, and do not have a “check out” system and librarian, should be treated as joint use space.
- **General Administration (GA)** - Includes institutional activities that provide administrative support for the daily functioning of the total University, such as executive management, fiscal operations (accounting), general administrative services (such as personnel and payroll) and logistical services (such as campus mail and purchasing). Separate organizational units that specifically support sponsored programs should be classified as Sponsored Projects Administration.
- **Student Administration and Services (SS)** - Includes student-related activities such as counseling and career guidance, student advising, student publications, financial aid, admissions, registrar, student health services, and commencement.
- **Sponsored Projects Administration (SA)** - This is limited to separate organizational units established primarily to administer sponsored projects. This category includes Vice President of Research, Office of Sponsored Projects, Sponsored & Cost Accounting, Research Purchasing.
- **Departmental/College Administration (DA)** - Includes the administrative activities performed by academic departments to support the primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, secretarial, personnel, payroll, purchasing, and accounting activities.
- **Other Institutional Activities (IA)** – Space used for performing activities not identified in any other category, e.g. residence halls, dining halls, certain hospital and clinic activities, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums and other similar auxiliary enterprises. This category includes space used for all cost centers. It also includes space used by visiting scientists not paid by URI and space rented to outside organizations.
- **Joint Usage (JT)** – Includes space used for offices, conference rooms and other multi-function rooms, such as copy rooms, employee lounges, and departmental libraries.
- **Note:** If the usage of the space relative to each activity can be identified, then assign space to each activity based on usage.

## **2.11 EXCLUSIONS**

The space utilization system does not currently maintain space utilization percentage information about certain spaces, unless it has been determined that these areas are or will be utilized for sponsored research activities. These systems exclusions include:

- **Common Areas (CA)** - Space used for public hallways, restrooms, stairways, and Elevator shafts, lobbies, vestibules, etc.

## **2.2 SYSTEM MAINTENANCE REQUIREMENTS**

The University's Coordinator, Space and Federal Property, is responsible for monitoring and updating the Space Management System and CAD floor plans.

## **2.20 MODIFICATIONS TO THE DATA BASE**

The Coordinator must update elements in the database as changes occur. The following departments must provide the Coordinator with specific changes to the space database:

<b>Department</b> -----	<b>Data Base Changes</b> -----
Facilities & Operations	Structural modifications to existing buildings performed in-house and by contractor.
Department Chairperson	Structural modifications not performed by Facilities.
Capital Projects	Completion of additions to existing buildings or new construction projects.
Capital Planning & Design	Capitol Planning & Design will utilize the INSITE format in assigning room numbers to new buildings, working with the Coordinator of Space  Suggested changes to room numbers.

## **2.21 SPACE SURVEY**

To comply with the requirements of OMB Uniform Guidance 2 CFR Part 200, the Space Management System will be updated as required by the Sponsored and Cost Accounting Department to reflect the modifications made periodically to the database. The revisions to the database will consider square footage and function changes **The Coordinator for Space and Federal Property, when updating a department in the Space Management database, must also update the function in the Indirect Cost Recovery database as well.**

The Coordinator is responsible for: maintaining accurate space measurements, accurate CAD drawings, updating space usage on a biennial basis, and performing annual summer audits of Sponsored Research (SR) spaces to insure accuracy and timely updates based on the Space Surveys submitted by departments. Individual departments are responsible for the accuracy of the space activity data it submits to the Sponsored and Cost Accounting Department and the Property Office.

## **2.3 SYSTEM REPORTING**

To assist the University in the management and control of useable space, certain reports are produced as needed from the Space Management and Indirect Cost Recovery databases. Reports are generated from data gathered by the Responsible Person through the Coordinator.

Two Crystal Reports are produced from the space management system:

- **Space by Building Report** - Indicates, for each campus building, the building name, building number, space name and net square footage.
- **Space by Department Report** - Presents all spaces associated with individual departments. This report is used to obtain the department's assigned space and the total square footage occupied by the department.

The departmental listing enables the University to identify percentage of space utilized for a specific function (research, operations and maintenance, administration, etc.). This report will be used to conduct the verification of the space inventory.

# CHAPTER 3

## USER MAINTENANCE PROCEDURES - SPACE MANAGEMENT SYSTEM

### **3.0 DATA COLLECTION PROCEDURES**

All space data is collected from the Space Survey (Exhibit 2.3). This document is used to record information about space characteristics and utilization.

**To add or update space management information; refer to Space Management and Indirect Cost Recovery on the INSITE database.**

### **3.00 SPACE DATA ELEMENTS DEFINITIONS**

- **Space Name** - Each University campus, building, and floor/room has been assigned a unique ten digit alphanumeric identification (ex: KC28B-239BA). This identification has been recorded on the University's building floor plans.
- **Space Function Key** - A two-digit alpha code identifies the space functions of a particular room. This field is used with the "Space Function Percentage" to distribute the net assignable square footage of the space to the appropriate functions (defined in Chapter 2, Section 2.10). For space used exclusively for a single function, the space is allocated 100 percent to that function. For space used for more than one function, space is allocated to all the individual functions benefiting from the use of that space on the basis of assignable square footage.
- **Space Function Percentage** - This three-digit numeric field is used to indicate the appropriate percentage of the function coded in the space function key field. Space should be coded consistently with funding for activities taking place in that space. Classification is based on:
  - percentage of total time spent on functional activities,
  - or salaries and wages of those individual functions benefiting from use of space, or
  - effort of personnel using the room, or
  - some other substantiated method of apportionment

### **3.01 DEPARTMENTAL SPACE USAGE**

The Chief Accountant from the Sponsored & Cost Accounting Department reviews the department's space with the assistance of the appropriate department chairperson. This information then goes to the Coordinator, who enters the updated information in the INSITE Space Management database and the Indirect Cost Recovery database. A Space by Department Report is then produced for the Responsible Person upon request.

### **3.1 SYSTEM MAINTENANCE PROCEDURES**

The Coordinator of Space and Federal Property is responsible for measuring the square footage of a room/building to the nearest inch and recording that information on the URI Building Inventory Worksheets (exhibit 3.1). The square footage is then updated/recorded into the Space Accounting database.

Revisions to the space management database should reflect any changes to data elements originally entered into the system. Written notification should be provided to the Property/Inventory department to ensure timely updates to the database.

Facilities Services or Responsible Persons are responsible for system maintenance activities defined below:

- **The Office of Capital Planning & Design** will notify the Coordinator when any of the following changes occur to University spaces:
  - when newly constructed buildings are ready for occupancy
  - additions to existing buildings as completed
  - structural changes to spaces are planned and executed
  - revisions to space numbering schemes are contemplated
  - a department relinquishes control over a space to another department
  - a change in room description has occurred
  - the department has made structural changes to a space without notifying Facility Services
  - the function of the space has changed; and/or
  - further spaces have been identified for inclusion in the database.
- **The Coordinator** will update the INSITE system for any noted changes and will issue subsequent modified Department Space Reports.

### **3.2 REPORT CERTIFICATION**

Each Responsible Person who certifies space functions receives an INSITE Space by Department report, which lists the data elements for each space (as defined in section 3.00 above) and the activities of the spaces. The Responsible Person must review this Department Space List (Exhibit 2.2) and certify the accuracy of the data listed by signing the report and returning it to the Property/Inventory Department.

If errors are detected on this report, corrections should be indicated on the report itself by writing the correct data next to the data field in error. This process provides the mechanism for system review and maintenance.

### **3.3 SPACE INVENTORIES**

The Space Management system will be tested at least every two years. The revisions to the database, reflecting the modifications made periodically, will consider square footage and function changes.

### **3.4 ANNUAL SPACE INVENTORIES**

Every summer the Coordinator will conduct a walk through on all SR space to assure no space changes have occurred. At least one SR room per floor will be remeasured for accuracy. Any updates will then be made to the Visual FM (CAD) and Space Management database.

When the space inventory is taken in conjunction with the submission of the University F&A (indirect cost) rate proposal, the Department Chair or Principal Investigator is required to include the name of the room occupants, the percent of space occupied and the PeopleSoft grant/contract number if the space is allocated for research or cost sharing purposes.

# CHAPTER 4

## EQUIPMENT INVENTORY SYSTEM

### **4.0 ACCOUNTABLE PROPERTY**

#### **4.01 URI CAPITALIZATION POLICY**

Capitalized property is defined as moveable University assets included in the total equipment inventory system for which a depreciation expense or use allowance charge is applied. **The depreciation or use allowance calculation for capitalized equipment items is used in the determination of the University's indirect cost recovery rate, but only for equipment purchased with non- research funds.**

The equipment inventory system capitalizes moveable equipment as having a useful life of one year and an acquisition cost of \$5,000 or more. The amount capitalized is the purchase price of the asset and any costs necessary to prepare the asset for use (including transportation, broker's fees, and installation costs – warranty and maintenance costs are not included).

The University capitalizes donated assets at their fair market value at the time of acquisition. All donations must be routed through the VP for Business and the Development Office and a URI donation form completed.

#### **4.02 STATE OF RHODE ISLAND POLICY ON ASSET MANAGEMENT**

The State of Rhode Island requires the University to track all items of equipment costing \$1,000 or more. A complete record is kept for each of these items. In order to distinguish between inventoried and non-inventoried equipment, the following definitions must be used for inventoried equipment:

- **Moveable Equipment** - Is defined as an individual, tangible, non-expendable property with a useful life of more than one year, with an acquisition cost of \$1000 or more and not permanently attached to a building or structure (URI bar coded tag Exhibit 4.02a) A silver URI property tag (Exhibit 4.02b) may be placed on equipment under \$1000.
- **Fixed Equipment** - Is not permanently affixed and is used as furnishings, decorations, or for specialized purposes (e.g., lab benches, fume hoods, dishwashers, etc.). Such equipment is considered not to be permanently affixed to the building if it can be removed without the need for costly or extensive alterations or repairs to the building to make the space useable for other purposes. Fixed equipment must have an acquisition cost (including installation costs) of \$1,000 or more and a useful life of one year.

#### **4.03 EXCLUSIONS**

Rented equipment is excluded from the equipment database.

**Note:** At the request of the Responsible Person certain items may be engraved.

#### **4.1 EQUIPMENT ACQUISITION, TRANSFER, TRADE-IN and DISPOSAL**



#### **4.10 UNIVERSITY OWNED EQUIPMENT**

Equipment items meeting the University's acquisition cost criteria for inclusion in the equipment inventory can be acquired in a number ways: from purchase or lease-buy transactions, from internal fabrication, from receipt of excess/surplus equipment, from transfers from other institutions, or from donations.

##### **4.100 PURCHASE ORDER TRANSACTIONS**

The purchase order method is the most common method of acquiring equipment. Equipment is received by Central Receiving, and delivered to the ordering department. Upon receipt of the equipment, the department's Responsible Person will sign the receiving report and forward to the Accounts Payable department. Assets should be tagged within thirty (30) days of receipt. This is predicated on receiving all asset paperwork from Accounting in a timely fashion. Assets are recorded using the cost stipulated on the purchase order. The cost is updated, if necessary, upon receipt of the invoice. The Coordinator of Property Acquisitions will review and assign all purchase orders to determine title, location and tag type. The purchase order is assigned to Property Officers for tagging. The Property Officers will then record the item's manufacturer, model number, serial number, location in which equipment is housed, availability, along with the condition. Photographs should be taken of all registered vehicles and all equipment with a cost over \$49,999.00 This information is recorded on an Equipment Data Form. The Property Officers place a URI barcoded inventory tag on the top right hand corner of the equipment. Annually, the Accounting office supplies the Property Office with an inventory listing of purchases holding equipment account codes. The Coordinator of Property Acquisitions matches the equipment listing to INSITE to make sure everything is recorded and identified.

##### **4.101 FABRICATED EQUIPMENT**

**THE RESPONSIBLE PERSON MUST COMPLETE A FABRICATED EQUIPMENT FORM (FROM THE SPONSORED AND COST ACCOUNTING OFFICE) BEFORE EQUIPMENT IS FABRICATED AT THE UNIVERSITY.** This information includes account number, final product description, grant end date, person/department responsible for fabricated equipment, estimated completion date, and estimated cost. On the Kingston campus, fabrication numbers run in a 0500 series. At GSO, the fabrication numbers run in a 0100 series (example: FAB0100, FAB0101, FAB0102, etc.) The Responsible Person will notify the Coordinator of Space and Federal Property when a fabrication is complete and ready to be tagged (providing a complete set of all purchase orders and costs involved). The manufacturer will be listed as CUR1 and the purchase order number will be listed as the Fab number in the database. Fabrications are filed according to the Fab number. It is the responsibility of the Principal Investigator to maintain a complete file relating to each piece of fabricated equipment. If the fabricated equipment's total cost is over \$5000.00, it becomes part of the annual report when requested by its corresponding Federal agency.

##### **4.102 TRANSFERS FROM/TO OTHER INSTITUTIONS**

**The Vice-Provost for Research must notify the Property Department when equipment is transferred to the University of Rhode Island.** This equipment will then be tagged and inventoried in accordance with the procedures established for other acquisitions. In such cases, the faculty member must provide data on acquisition cost and other attribute information to the Coordinator of Property Acquisitions.

When a request is submitted from a researcher leaving URI to continue his/her research at another institution, a list of any equipment the principal investigator is interested in transferring should be sent to the Coordinator of Property Acquisitions in the Property/Inventory department to check title for eligibility. The eligible equipment (grant purchased) can be transferred following receipt of an authorization letter from the college dean as well as a letter/email giving authorization from the granting agency if that grant is still on-going. List the equipment and why it needs to be transferred (for continuation of a project started at URI).



#### **4.103 DONATED EQUIPMENT**

All donated items must be processed through the Foundation Office after reviewing the policy on Non-Cash Gifts on the URI website at [http://www.uri.edu/controller/files/Non-Cash\\_Gifts\\_Policy.pdf](http://www.uri.edu/controller/files/Non-Cash_Gifts_Policy.pdf)

The Property Control and Supply Officers are responsible for tagging and recording the cost and physical attributes of these equipment items. The acquisition cost of donated equipment is recorded in the system as the fair market value of the item at the time of acquisition.

#### **4.104 EQUIPMENT ON LOAN FROM OTHER INSTITUTIONS**

Equipment on loan from other institutions means any equipment brought to the University or received that is not property of the University of Rhode Island. The Property Office must be provided with the loan agreement in advance of equipment loaned from other institutions to ensure that the University is in compliance with Federal Regulations, if originally purchased with a grant, and that the equipment is covered by the University's insurance policy.

#### **4.105 EQUIPMENT TRADED IN**

Property Officers will obtain a copy of any purchase orders noting a trade-in of old equipment being applied towards the purchase of new equipment. **DEPARTMENTS WILL NOTIFY PROPERTY IN ADVANCE OF ALL REQUESTED TRADE-INS TO ALLOW FOR TITLE CHECK.** The acquisition paperwork must list all trade-ins.

#### **4.106 UNIVERSITY GENERATED SURPLUS**

When a University Department declares a piece of inventoried State equipment (tagged or not tagged) or supplies surplus to their needs, that equipment will be offered to other University Departments first, then other state agencies and then municipalities, school systems, or non-profit agencies. It is the policy of the University of Rhode Island to only permit the sale of State property when it has been declared surplus and no other University department, state agency, municipality, school system or non-profit agency has expressed an interest in it.

#### **4.107 EQUIPMENT PURCHASED WITH SPECIAL FUNDS**

All moveable equipment valued over \$1000 in the University's care should be tagged. It does not matter if it is a donation or purchase with fundraising dollars or student government funds. However, this does not mean it is property of URI (as in the case of Alumni purchases or booster gifts) so that the "owner" could still sell it, determine its use. The goal is to have an inventory of valuables within the University so that if something was stolen for which we are custodians, it could be identified. Therefore, the property should be tagged with reassurance to departments that it is for security purposes and will not be considered State Property unless expressly surplus by the department head.

#### **4.11 FEDERAL PROPERTY**

The Federal Acquisition Regulations (FAR), Part 45.101 Definitions, states:

- **“Contractor-Acquired Property,”** as used in this part, means property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the government has title.
- **“Government-Furnished Property (GFE),”** as used in this part, means property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract.
- **“Government Property,”** as used in this part, means all property owned or leased by the Government. Government property includes both government-furnished property and contractor-acquired property.

#### **4.110 CONTRACTOR/GRANTEE RESPONSIBILITIES**

The University is directly responsible and accountable for all Government property in its possession (all Government-Furnished Equipment (GFE) and any equipment over \$5000 for Contractor-Acquired Equipment) according to the Federal Acquisition Regulations (FAR) part 52.245-1(b)(2), which states “The Contractor’s responsibility extends from the initial acquisition and receipt of property, through stewardship, custody, and use until formally relieved of responsibility by authorized means, including delivery, consumption, expending, disposition, or via a completed investigation, evaluation, and final determination for lost, damaged, destroyed, or stolen property. This requirement applies to all Government property under the Contractor’s accountability, stewardship, possession or control, including its vendors or subcontractors (see paragraph (f)(1)(v) of this clause).” Contractor’s responsibility is also outlined in the FAR part 45.104 “Responsibility and liability for Government property”, which states:

- (a) Generally, contractors are not held liable for loss of Government property under the following types of contracts:
  - (1) Cost-reimbursement contracts.
  - (2) Time-and-material contracts.
  - (3) Labor-hour contracts.
  - (4) Fixed-price contracts awarded on the basis of submission certified cost or pricing data.
- (b) The contracting officers may revoke the Government’s assumption of risk when the property administrator determines that the contractor’s property management practices are noncompliant with contract requirements.
- (c) A prime contractor that provides Government property to a subcontractor shall not be relieved of any responsibility to the Government that the prime contractor may have under the terms of the prime contract.
- (d) With respect to loss of Government property, the contracting officers, in consultation with the property administrator, shall determine—
  - (1) The extent, if any, of contractor liability based upon the amount of damages corresponding to the associated property loss: and
  - (2) The appropriate form and method of Government recovery (may include repair, replacement , or other restitution).
- (e) Any monies received as financial restitution shall be credited to the Treasury of the United States as miscellaneous receipts, unless otherwise authorized by statute (31 U.S.C. 3302(b))

**The Principal Investigator for federally-sponsored grants and contracts must notify the Property Department upon receipt of any on loan or transferred federal equipment item.**

If contractor-acquired property is over \$5000, and titled to a particular agency, a yellow "Property of Federal Government" tag is also applied to the item(s) when tagged. All data is recorded on a Data Entry Form and entered into the INSITE inventory system, insuring proper title and government transmittal paperwork. A copy is then filed in the grant folder with the original paperwork going into the Property department's inventory files. The University may request title to this equipment when reporting on a close out to the granting agency.

#### **4.111 GOVERNMENT FURNISHED EQUIPMENT (GFE)**

Government-furnished equipment includes property supplied by federal agencies directly to principal investigators. The Coordinator of Space and Federal Property shall see that all acquisitions of such property are processed according to the Federal Acquisition Regulations (FAR) Subpart 45.6—Reporting, Reutilization, and Disposal (a copy is available on line at <http://www.acquisition.gov/far/current/pdf/FAR.pdf>) with the advance approval of the appropriate federal property administrator. For Reutilization of Government property, please refer to section 45.602. **Reutilization of Government property.** This section is applicable to the reutilization, including transfer and donation, of Government property that is not required for continued performance of a Government contract.

The Coordinator will complete all paperwork and insure that equipment is entered into the University's INSITE inventory system, checking during biennial inventories of federal property to insure correct utilization and maintenance of this equipment

If Principal Investigators accept property directly from a federal agency, the PI must notify the Coordinator immediately upon receipt of that property (appendix # 4.1a Property Notice). Such property would also include any consumables/ testing equipment sent to and from a location for an unspecific or specific amount of time, and any property directly received either on loan or permanently from an agency. The coordinator will conduct periodic audits to insure compliance with this procedure.

**The Property Department** will send out Property Notices biannually (Spring and Fall) to all University principal investigators informing them of their responsibility to notify the Property Department upon receipt of any federal items from a granting agency. The Research Office will send the Property Department all modifications supplying government furnished equipment regardless of value.

**The Research Office** is responsible for notifying the Property Department if there are deliverables (under contracts) with the University. In this case, the Property Department will work with the principal investigator to monitor/record the activity of such deliverable(s) from the beginning to the end of each fiscal year. Such information will be updated in the grant/ agency folder in the Property Department.

The Coordinator shall report any instance of non-compliance to the Vice President for Research for corrective action.

As stated in the above 4.110, at the time that GFE is delivered to the University, the Coordinator shall affix a **barcode property tag** and, in cases where items are over \$5000, a **yellow "Property of Federal Government"** tag is also affixed to it. All data is recorded on a Data Entry Form and entered into the University's Inventory System. Copies of all transmittal paperwork is filed in the grant folders as well as in the Property Department's inventory files.

The Coordinator shall perform biennial inventories of all GFE Federal Property in possession of the University and submit such reports as required when due (i.e. DD1662 and NASA1018's as of 30 September, due to government by 15 October). Further, the Coordinator shall perform all grant and contract closeouts, and annual inventories on demand (see 4.113). Audits of P.I.'s equipment will be performed in an ongoing fashion.

Following the biennial inventory of property, the Coordinator shall perform all physical inventory reconciliations, make all adjustments to the property records, and notify the government Property Administrator of physical inventory adjustments to federal property.

The Coordinator shall also:

- Review federal contracts and grants to determine equipment and property needs, working closely with the University's Research Office (insuring modification of contracts/grants to include equipment and materials where needed). Where it is determined that new property needs exist; the Coordinator shall contact the Government Property Administrator to approve such acquisition.
- Ensure accuracy of title on all federal and federally-funded equipment, including the application of "Property of URI" tags (exhibit 4.2) to all non-inventory items to facilitate the inventory process.
- Upon the direction of the Government Property Administrator, handle disposal of all federal and federally-funded equipment and materials via the FAR and all pertinent federal, state, and university disposal regulations and procedures, and coordinate this process in tandem with the Property Officers handling disposals.

The Coordinator shall ensure proper inventory control and maintenance and repair of said equipment as well as determine utilization and continued need for said equipment. A letter should state that a physical inventory was performed on XX/XXXX and that all GFE matched inventory records with no discrepancies found. The Coordinator shall determine utilization and continued need for said equipment. Underutilized or obsolete equipment shall be returned to the government.

#### **4.112 WAREHOUSE RESPONSIBILITIES AND PROCEDURES**

Government Property, either Contractor Acquired or Government Furnished, will be processed through the Central Receiving Warehouse. The property will be delivered to the purchaser who will sign a receiving list after he has examined and determined that the contents are acceptable.

According to the Federal Acquisitions Regulations (FAR) under 52.245-1(b)(2): The Contractor's responsibility extends from the initial acquisition and receipt of property, through stewardship, custody, and use until formally relieved of responsibility by authorized means, including delivery, consumption, expending, disposition, or via a completed investigation, evaluation, and final determination for lost, damaged, destroyed, or stolen property. This requirement applies to all Government property under the Contractor's accountability, stewardship, possession or control, including its vendors or subcontractors (see paragraph (f)(1)(v) of this clause). Also noted in the FAR 52.245-1(a)(4)(3): "Discrepancies incident to shipment" means any differences (e.g., count or condition) between the items documented to have been shipped and items actually received.

**Note: Any discrepancies will be listed in a memorandum to Purchasing, who will notify the vendor. If property is delivered directly to the Principle Investigator, the P.I. will check the shipment against the shipping document and sign that the correct quantity and condition are represented. The P.I. should immediately notify the Coordinator of Space and Federal Property of the delivery and insure the equipment is tagged and entered into the University's INSITE inventory system.**

##### **Government Furnished:**

According to the Federal Acquisitions Regulations under 52.245-2: "If Government furnished property is received by the Contractor in a condition not suitable for the intended use, the Contractor shall, upon receipt of it, notify the Contracting Officers, detailing the facts and, as directed by the Contractor Officers and at Government expense, either repair, modify, return, or otherwise dispose of the property." The Coordinator of Space and Federal Property will check Government Furnished Property against the shipping document and sign that the quantity and condition are correctly represented and furnish a copy to the appropriate Government Property Administrator as stipulated by the Agency involved. Any discrepancies involved will be reported and only the property actually received will be recorded on the official report.

**Note: The Coordinator will issue an equipment notice twice annually through the Research Office reminding all P.I.'s that ALL GFE must be shipped through the Central Receiving Warehouse and labeled "GFE: ATTENTION PROPERTY DEPARTMENT."**

#### **4.113 RECORDS AND FINANCIAL REPORTS**

The Coordinator of Space and Federal Property is responsible for establishing and maintaining adequate property control records for acquisition of government property. Records are kept in a grant file, each contract has its own folder with a copy of the Research Action Notice, the grant language, the Data Entry Form for any equipment the contractor acquired, and copies of the SF122 forms for government furnished equipment. The cost of equipment items is recorded as the original acquisition cost, plus the cost of associated component parts, transportation costs and installation costs.

The Coordinator is also responsible for completing Annual Reports and Closeout Reports required by granting agencies upon notice from the University's Research Office. Federal agencies dictate which form should be used for a final equipment report: for example, DOC requires form CD-281; DOD and ONR require form DD1662; DOE requires form AA-88; NASA requires form 1018. Each federal agency has its own annual reporting date to follow; for example, NSF requires annual equipment reports by October 15, with vehicle reports due by December 15, but subject to change based on GSA Reporting requirements; ONR requires annual reports by October 30. Closeout Reports are due upon request. The University's Research Office is responsible for submitting all financial reports to federal agencies.

#### **4.114 CARE AND MAINTENANCE**

The Principal Investigator is responsible for the proper care and maintenance of ALL Federal Government Property from time of receipt until properly relieved of responsibility. Property maintenance includes preventive maintenance (e.g., inspection, adjustments, proper storage) and major repairs. The Principal Investigators must keep records documenting all maintenance and repairs performed and associated costs. The Coordinator of Space and Federal Property shall review said records on an annual basis for adherence to the FAR and correct any deficiencies found in a timely fashion.

#### **4.115 TRANSFER OF TITLE TO THE UNIVERSITY**

At any time during the period of performance or at completion of a contract, title to Government property may be transferred to the University with the approval of the appropriate funding agency or contracting officers. The Coordinator of Space and Federal Property shall execute such title changes with appropriate paperwork.

#### **4.116 SPECIAL CONSIDERATIONS**

The grantor/contracting federal agency may impose special provisions for the handling, record keeping, and maintenance of equipment items acquired in part or totally with federal funds.

In any instance of conflict between the procedures described in this manual and the requirements of a particular federal grant or contract, the provisions of the grant or contract shall supersede the mandates promulgated in OMB Uniform Guidance 2 CFR Part 200. In addition, other restrictions, standards, and requirements imposed by individual federal agencies must be followed for specific grants and contracts (for instance, for a grant funded by the Department of Defense, the Defense Acquisition Regulations must be followed when items or equipment are purchased with these grant funds).

- **Use Restrictions**

The equipment inventory system distinguishes between federally owned equipment and non- federally owned equipment through identification of the title code. If equipment is used less than 50 percent of the time in a particular department and is available for interdepartmental loan, funding agencies may impose additional restrictions on such shared use. Restrictions are identified in individual grant and contract specifications.

- **Restrictions on use after grant period**

Equipment items purchased by grant or contract funds may also have restrictions imposed by the grantor on use of the equipment item upon expiration of the grant or contract. As is the case for grantor imposed use restrictions, such past grant period restrictions do not impact the equipment inventory system unless changes are indicated on department inventory reports.

- **Restrictions on disposition**

Equipment items purchased in part or totally with Federal funds may have special disposition provisions imposed by the grantor agency. Because the University may be required to return equipment of the grantor, rather than dispose directly through sale or other means, equipment users must review individual grantor contract terms prior to identifying Federally purchased items as surplus. Property Officers will review equipment title on all disposal requests. Government furnished and Contractor acquired equipment shall be referred to the Coordinator of Space and Federal Property for a review of the grant language and title before disposing.

Individual grant and contract closeout reports are issued after review by the Grant and Contract Accounting Office upon notification of the conclusion of a grantor contract. These reports should be used to determine the disposition status of each funded equipment item. Application for items that must receive grantor approval prior to disposal or continued use should be filed with the grantor upon receipt of the closeout report.

The appropriate Responsible Person must notify the Property Office in advance of an equipment disposal request. The Property Officers will complete an Equipment Disposal Form (Exhibit 4.3) for signature by the Responsible Person.

- **Restrictions on distribution of proceeds from disposition**

Grantor agencies may impose additional restrictions on distribution of any proceeds received by the University upon sale or auction of funded equipment items. Such restrictions must be noted at the time of contract closeout.

## **4.2 DATA COLLECTION**

In an equipment database, the more data items and attributes describing the data that are recorded, the more useful will be the output of the system. Two types of equipment data attributes (i.e., physical attributes and cost attributes) are described below. The attributes are captured on the Data Entry Form (Exhibit 4.1) for entry into the University equipment and space systems.

### **4.20 PHYSICAL ATTRIBUTES**

- **Space Name (Campus/Building/Floor/Room)**

Each University campus, building and floor/room has been assigned a unique ten-digit identification number. This identification has been recorded on the University's digitized building floor plans.

- **Blue & White Barcoded Property Tag**

As of January 1, 2000, the seven digit URI blue & white barcoded property tag uniquely identifies the space of each item. It is entered after the Property Officers (see Exhibit 4.2 for a copy of the bar coded tag utilized by the URI Property Department) tags the equipment in the field. To facilitate URI's new scanning technology, the silver barcoded tags are being replaced by the easier to scan blue and white tags as the inventory process proceeds.

- **Department**

The owner department is a four-digit People Soft number

- **Responsible Person**

Responsible Person is the department's representative responsible for control of the equipment item entered into the inventory system.

- **Not Physically Taggable**

In some cases, either because of location (underwater) or physical characteristics (rough surface), equipment items will be untaggable; (e.g., heat sensitive equipment). These items will be assigned a unique tag identification number and the inventory tags will be attached to the Data Entry Form. NPT will be indicated on the Input Form.



- **Equipment Classification Code**  
Items of equipment are classified according to major, minor, and sub-object asset class.
- **Standard Equipment Name List**  
A brief, general description of the equipment item is stated in accordance with the Standard Equipment Name List (SENL). Equipment items not currently listed on the SENL must be assigned a standard name by the Property Officers. This listing was provided from ONR, our cognizant agency, in 1979.
- **Condition and Availability Codes**  
An equipment item must be classified in terms of its “useability” and in terms of a “used” and “needed” state. A condition and availability description is assigned to each item.

The Responsible Person identifies the condition of each inventoried item:

- **New** - The item has not been used and is therefore in its untouched, original condition.
- **Used - Usable without repairs** - The item has been used and is in an operable condition.

The Responsible Person must also identify each inventoried item as:

- **USU** - Unavailable for shared use: The item is in use or on critical standby more than 50% of the time.
- **AVA** – Available for shared use; The following pertinent equipment physical attribute information must be collected for each equipment item: equipment name, manufacturer, model, and serial number.

#### **4.21 COST ATTRIBUTES**

The Data Entry Form captures the following pertinent equipment cost information:

- **Purchase order number.**
- **Method of Acquisition** - Includes donations, surplus, p-cards, invoice vouchers, transfers from other institutions, and University fabrications.
- **Title** - based on (3) digit funding source.
- **Acquisition cost** - This represents the cost of the item as it appears on the invoice. Auxiliary charges such as duty, protective intransit insurance and freight should be included where identifiable.
- **Acquisition date** - the calendar day, month and year during which the University acquired the equipment item. This is taken from the PO's due date.
- **Department numbers**
- **Project number and agency, where listed**

#### **4.3 SYSTEM MAINTENANCE REQUIREMENTS**

The system maintenance requirements for the equipment inventory system encompass five major activities:

- equipment screening
- acquisitions of new equipment
- transfers, change in status, surplus equipment
- periodic inventories
- property management controls

This section outlines the general requirements of each of the five activities. Specific system maintenance procedures relating to each of the above are presented in Chapter 5 of this User Manual.

#### **4.30 EQUIPMENT SCREENING REQUIREMENTS**

Section 200.318 of the Uniform Guidance states that the non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other analysis to determine the most economical approach.

The University has established procedures for the screening of Federal equipment purchase/lease requests prior to the actual purchase or lease of an equipment item. Table 4.1 below indicates the screening levels necessary for a specific equipment purchase/lease request. Refer to section 5.11 for screening procedure. The Unavailability/Unsuitability Form (i.e. Screening Form) is available on line at the Property Department website.

Note: The initial screening function is performed by the person requisitioning a particular item of equipment as follows:

TABLE 4.1

<b>For Purchases Of:</b>	<b>Screen At:</b>	<b>Certification By:</b>
\$5,000 - \$10,000	Department Level	Dept. Chairperson/Director
\$10,001 - \$50,000	Deans Level	Dean or Designee/Director
Over \$50,000	University Level	Provost/Vice President or Designee

#### **4.31 ACQUISITIONS OF NEW EQUIPMENT**

To properly maintain the equipment inventory system, any equipment items acquired through the methods discussed in Section 4.1 of this chapter must be reported to the Property and Inventory Department for inspection, tagging and entry into the data base.

#### **4.32 TRANSFERS, CHANGE IN STATUS, AND SURPLUS EQUIPMENT**

To process any revisions to data in the equipment inventory system (i.e. transfers, change in status, or surplus equipment); the department Responsible Person must notify the Property and Inventory Department in writing in advance or at the time of change in status.

#### **4.33 EQUIPMENT DISPOSAL**

Equipment inventory items may be disposed of as follows:

- **Casualty Loss** – Inventory items which are destroyed through fire or catastrophe must be reported to the Property office immediately.
- **Computers** – All E-Waste should be disposed via the online work order. The security of the data on the hard drive of a computer is our first priority in the computer disposal process. After the work order is placed, Central Receiving will make arrangements to deliver the equipment to the Central Receiving Warehouse where it will be secured. The hard drives will be removed, logged in, and secured in a locked safe. Twice a year they will be transported to the state recycling vendor by a staff member of Support Services who will observe the shredding of these drives. The vendor has a video camera on during the process and certifies destruction to URI Receiving.



- **Lost or Stolen Property** – Lost and/or stolen items should be reported to the Campus Police Department immediately. The Responsible Person must notify the Property Department of the theft/loss in a timely fashion and complete the Equipment Loss Report (Exhibit 4.5) which is supplied by the Property office.
- **Internal Surplus Equipment** – When a University department declares a piece of inventoried State equipment surplus to its needs, that equipment will be offered to other University departments first, then to other State agencies and finally to the municipalities or non-profit agencies.

It is the policy of the University of Rhode Island to **permit the sale of State Property** when it has been declared surplus and **NO** other University department, State agency, or municipality has expressed an interest in it. Proceeds from any sale will be used by the department to purchase equipment or materials only.

- **Scrap** – Equipment/materials items having no salvage or disposal value as determined by the Property Department may occasionally be discarded as scrap. Safety and Risk Management must examine items known/indicated to contain toxic substances and will remove/dictate disposal procedure in such cases. In all cases the Responsible Person must notify the Property Department in advance for inspection and disposal directions.
- **Trade-In of Equipment** – The Responsible Person wishing to trade-in inventoried equipment must notify the Property department in advance. A title check and all pertinent University, State and Federal regulations will be reviewed by the Property Control & Supply Officers responsible for inventory before any action is taken. For auditing purposes, All equipment being traded in must be indicated of the purchase order along with the value of the trade.
- **Transfers out of the University** – Departing research faculty sometimes receive authorization from funding agencies to transfer grant-purchased equipment to another institution to continue a specific research project. Such requests to transfer items must be made well in advanced to the Property Department and be accompanied by authorizing paperwork from the appropriate federal agency and URI Dean. These requests are appropriate for grant-purchased equipment only. All other University-purchased equipment, including equipment purchased with URI Foundation monies remain in the custody of the University/State of Rhode Island.

#### **4.34 PERPETUAL INVENTORIES**

Capital equipment (costing \$5,000 and up) in URI's possession must be inventoried every two years per OMB Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations 2 CFR, Part 215 . URI's Property Officers perform perpetual inventories to keep the database up to date and accurate. To facilitate the inventory process, Property Officers will provide an Equipment by Building or Equipment by Department report to the Department Chair prior to the walk through. The Department Chair will assign a department staffer to locate the listed items. That staffer will contact the Property Officers when the equipment has been located. The Property Officers will check each piece of departmental equipment, noting any updates/changes in status that need to be made. Discrepancies must be resolved by the department in a timely fashion. An updated inventory report will be provided to the Department Chair upon completion of the inventory.

#### **4.35 SPECIAL CONSIDERATIONS FOR GOVERNMENT PROPERTY**

The grantor/contracting federal agency may impose special provisions for the handling, record keeping, and maintenance of equipment items acquired in part or totally with federal funds.

In any instance of conflict between the procedures described in this manual and the requirements of a particular federal grant or contract, the provisions of the grant or contract shall supersede the mandates promulgated in OMB Uniform Guidance 2 CFR Part 200 sections 200.310 -200.316. In addition, other restrictions, standards, and requirements imposed by individual federal agencies must be followed for specific grants and contracts. (For instance, for a grant funded by the Department of Defense, the Defense Acquisition Regulations must be followed when items of equipment are purchased with these grant funds).

#### **4.36 PROPERTY MANAGEMENT SELF-ASSESSMENT CONTROLS**

The University's Coordinator of Acquisitions and Inventory is responsible for monitoring shared usage, and updating activities to insure compliance with OMB Uniform Guidance 2 CFR, Part 200 Section 200.313. The Coordinator will produce a report identifying any incidence of non-compliance including:

- lack of timely certification of inventory reports,
- improper identification of equipment availability,
- lack of notification of acquisitions,
- lack of notification for system updates.

#### **4.37 REPORTING LOST, DAMAGED OR DESTROYED GOVERNMENT-FURNISHED PROPERTY AND/OR CONTRACTOR-ACQUIRED PROPERTY**

In the event that an institution loses, damages or destroys government property, it must provide a report to the cognizant ACO as soon as the discovery is made. Reports should contain the following information at a minimum:

- Award number
- Date of incident
- Item (s)
- Full narrative of the incident
- Cost of the item(s)
- Corrective action taken

Upon review of the report, the ACO may either request additional information or determine whether the institution should be relieved of accountability or take any further actions deemed appropriate.

#### **4.4 SYSTEM REPORTING**

##### **4.40 PURPOSE**

In order to comply with the requirements of OMB Uniform Guidance 2 CFR, Part 200 and to assist the University in the management and control of moveable equipment, required compliance and management reports would be produced as requested.

All system reports are generated from data gathered on the Data Entry Forms. These reports provide departmental inventory details, facilitate the screening process, display vital information for grant and contract closeouts, and track disposed items.

# CHAPTER 5

## USER MAINTENANCE PROCEDURES EQUIPMENT INVENTORY SYSTEM

### **5.0 DATA COLLECTION PROCEDURES**

All physical attribute and cost attribute data for items of equipment meeting the capitalization policy are captured in the Equipment Inventory System via the Data Entry Form (Exhibit 4.1).

For any acquisitions, transfers, or donations of equipment items, the Property Officers responsible for the acquisition will complete a Data Entry Form and tag the item with the assistance of the Responsible Person who has control of the item.

Note: If newly acquired equipment has been received without having gone through established Purchasing procedures, the Responsible Person must notify the Property Officers in a timely fashion and furnish paperwork that the item exists and should be recorded in the system.

### **5.1 SYSTEM MAINTENANCE PROCEDURES**

In accordance with the system maintenance requirements detailed in Chapter 4, Section 4.3, and these procedures must be followed to ensure a current and accurate database.

#### **5.11 SCREENING PROCEDURES**

All existing equipment purchased with **federal funds only** must be screened for availability before new equipment can be purchased. The University Screening Procedures apply to all federal purchases or leases of movable equipment with an acquisition cost greater than or equal to \$5000 and a useful life of one or more years. Chapter 4, Section 4.30, Table 4.1 details specific screening requirements.

#### **SCREENING PROCEDURE**

- A completed Certification of Unavailable and Unsuitability form is required for all purchases or lease purchases using Federal Funds with a cost of \$5000 or more and a useful life of one or more years.
- The requester completes the Certification of Unavailability and Unsuitability Form.
- Both the requester and the certifier must sign in designated areas.
- The completed form is sent to the Coordinator, Property Acquisitions who screens the Equipment Inventory system for available equipment.
- If the screening process identifies a piece of equipment that appears to be similar to the equipment being requested, and is both operable and available for use, then the Coordinator will contact the Responsible person and determine if it is suitable for its intended use. If it is determined suitable then arrangements can be made for the equipment transfer. Notification of the transfer must be made to the Property Department in writing or email.
- If the identified equipment is unavailable or unsuitable for its intended purpose, a reason must be indicated on the form.
- If no equipment is found to be suitable or available, the Coordinator, Property Acquisition signs the form and returns the completed form to the requester who attaches the form to the online college requisition and forwards to the Purchasing department.

### **5.110 COMPLETING THE CERTIFICATION OF UNAVAILABILITY / UNSUITABILITY FORM (Screening Form)**

- Indicate department name, current date, person initiating request. Describe accurately equipment you wish to purchase, and list cost or estimated cost.
- Certifying authority fills in explanation if necessary
- Signature of Coordinator of Property Acquisitions and date
- Signature of Requisitioner and date
- Signature of Certifier and date
- Retain a copy for your records and attach original signed copy to College Requisition and forward to the Purchasing Department.

**Note 1:** Any purchase requisitions for items valued at or above \$5000 submitted to the Purchasing Department without an attached Certification of Unavailability/Unsuitability Form will not be processed and will be returned to the requisitioner.

**Note 2:** The above mentioned screening procedures may be utilized by Principal Investigators to assist them in locating items, which may be used in conjunction with activities for proposed grants and contracts.

### **5.111 REVIEWING THE DEPARTMENT INVENTORY REPORT**

The Department Inventory Report lists all equipment recorded in the system according to:

- Space name (location)
- Equipment name
- Tag Identification Number
- Quantity on hand
- Acquisition Cost
- Manufacturer
- Model
- Serial Number
- Unit of Measure
- Account Number
- Disposition Date
- Disposed By
- Disposition Status
- Physical Inventoried Date
- Physical Inventoried By
- Acquisition Date
- Responsible Person
- Agency Number

This information meets the requirements of the Federal Acquisitions Regulations section 52.245.1 (f) (1) (iii). Upon receipt of this report, the Department Chairperson (or designee) should review all the above data elements for each equipment item on the report. Any errors detected should be noted by marking up the report and inserting the correct data. If any items of equipment within the department are not listed on the report, a note to this effect should be written on the report itself and acquisition paperwork provided.

### **5.12 INTERDEPARTMENTAL TRANSFERS**

The following procedures apply to interdepartmental transfers only. When a department, division, or university inventory report has been screened and an equipment item has been identified as suitable and available for shared use, the person in need of the item must contact the Responsible Person in control of the item to arrange the equipment transfer.

If the transfer period will exceed 60 days or if equipment is going outside the University, notification of the transfer must be made to the Property/Inventory Department in writing/email from the department chair.

### **5.13 CHANGE IN EQUIPMENT STATUS PROCEDURES**

A work order must be completed if an item is going to be disposed or reutilized. It should be signed by the Responsible Person. If an item has been lost, stolen, damaged or traded in, the Equipment Disposal Form must be completed by the Property Officers and signed by the Responsible Person with the following task completed:

- If the equipment was lost, the Responsible Person must provide a written explanation;
- If the equipment was stolen, a police report is required;
- If the equipment was damaged, a work order must be attached;
- If the equipment was traded in, a copy of the purchase order is required;
- If the item is a vehicle that is being surplussed, a signature from the Coordinator of Facilities Services is required in addition to the Responsible Person signature.

# CHAPTER 6

## DATA PROCESSING

### **6.0 GENERAL DESCRIPTION**

The INSITE system is used to store and process the data collected for the asset management and space management systems.

All data stored in the system is related to a unique space (building/floor/room). There is one space record for each space in the institution identifying:

- the facility / floor / room
- the organizational unit which occupies the space
- the use of the space
- the square footage
- the activity of the space

### **6.1 DATA ENTRY TECHNIQUES**

Since the INSITE system is space-oriented, space records and department association must exist before an equipment record is entered.

**To enter an equipment record, two previous definitions must have been made:**

- The item of equipment must be associated with a space and a space record must exist for that space.
- An item of equipment must belong to a department and department account # (organizational hierarchy code associated with a space) must exist for that department.

### **6.2 UPDATES TO THE DATABASE**

Updates to the Space Management and the Asset Management databases are done on a daily basis.

# CHAPTER 7

## PROPERTY MANAGEMENT FUNCTIONS

### **7.0 SPACE MANAGEMENT SYSTEM**

#### **7.00 DATA COLLECTION**

The Office of Capital Planning & Design will provide floor plans for all of newly completed buildings, via CAD drawings. The Office of Capital Projects will provide completed additions to existing buildings, structural changes to existing space, or proposed revisions to building numbering schemes. The Coordinator of Space and Federal Property must collect the space utilization data and measure the spaces.

#### **7.01 DATA ENTRY**

After collecting data for each new or updated space, the Coordinator of Space and Federal Property shall input the data into the INSITE system and perform quality control on said input to ensure its accuracy.

#### **7.02 REPORT GENERATION**

All reports are generated on demand in the Property/Inventory Department.

#### **7.03 SYSTEM MAINTENANCE**

To properly maintain the integrity and accuracy of the data entered into the Space Management System, the Coordinator of Space and Federal Property shall regularly make modifications to the database, based on information supplied by department Responsible Persons, Facilities Services and continual field checks of spaces. The Coordinator shall also update the space use and organization hierarchy as needed.

The Vice Provost for Research and the Controller appoint a representative to conduct the Space Survey. The Coordinator provides support. The Research Office shall convert the data collected for the University's cognizant agency. It is the Coordinator's responsibility to accurately input changes in the space database where indicated.

### **7.1 EQUIPMENT INVENTORY SYSTEM**

## **7.10 DATA COLLECTION**

The process of collecting data on new equipment acquisitions, which have been processed through established purchasing procedures, is as follows:

### **The Coordinator of Property Acquisitions:**

- Receives a copy of the Purchase Order from the Purchasing Department for equipment over \$5000 via email;
- Receives monthly p-card statement from Accounting via email;
- Receives and reviews LVPO's from all departments via email;
- Receives copies of Invoice and Vouchers Requests for Payments from the URI Foundation office;
- Receives from other areas of the campus: Donations and transfers to and from University departments;
- Distributes the above paperwork to the Property Officers.

**The Property Officers** are responsible for tagging and recording physical and cost attribute data for these acquisitions.

## **7.101 DATA ENTRY**

After collecting all equipment data, the Property Officers responsible for acquisitions shall record the information on a PD5 form. The Coordinator of Property Acquisitions reviews the information and submits to the secretary for data input into the INSITE system and performs quality control on said input to insure its accuracy.

## **7.11 REPORT GENERATION**

All reports are generated on demand in the Property/Inventory Department.

## **7.12 SYSTEM MAINTENANCE**

The Coordinator of Property Acquisitions is responsible for maintaining the accuracy and integrity of the Equipment Inventory System.

This responsibility encompasses:

1. Review of inventory reports
2. Modifications to data in the system
3. Monitoring the Equipment Disposal process
4. Monitoring the screening process
5. Collecting and reviewing department inventory reports
6. Following up on non-respondents
7. Conducting biennial equipment inventories
8. Investigating instances of non-compliance



### **7.120 REVIEWING INVENTORY REPORTS**

Prior to the release of inventory reports to end users, the Property Officers responsible for Inventory shall review the data to:

- ensure that established edit checks are being performed;
- ensure that logical consistency exists among data fields (e.g., within a Classification codes, are all items similar, is their consistency between availability and condition codes, etc.);
- submit identified errors for correction.
- ensure Department Chairpersons have returned initial Department Inventory Reports with appropriate certification.

Upon receipt of certified Department Inventory Reports, the Property Officers must review each report in detail to determine if any modifications have been requested.

### **7.121 MODIFICATIONS TO DATA IN THE SYSTEM**

Changes to particular data elements in the Equipment Inventory System are done online by the Coordinator of Property and Acquisitions.

### **7.122 MONITORING THE EQUIPMENT DISPOSAL PROCESS**

Upon receipt of information and completion of Equipment Disposal Form, Coordinator of Property Acquisitions will review the paperwork for accuracy, and have the secretary enter the necessary changes into the database.

### **7.123 MONITORING THE SCREENING PROCESS**

On a sample basis, the Purchasing Department will monitor the screening process. During this after-the-fact review of the Screening Certification forms, the Purchasing Department will follow up on items that appear questionable.

The monitoring effort will also ensure that:

- the system is operating as designed;
- recommendations are made for changing the system approach, if necessary; and
- form revisions are made, if indicated.

### **7.124 NON-COMPLIANCE WITH SYSTEM REQUIREMENTS**

Any instance of non-compliance should be brought to the attention of the University's Internal Auditor.

# CHAPTER 8

## INDIRECT COST RECOVERY COMPLIANCE PROCEDURE

### **8.0 BACKGROUND**

OMB Uniform Guidance 2 CFR, Part 200 section 200.436 provides that the University may be compensated for the use of its equipment in Federally sponsored research and training activities by means of depreciation.

Selection of equipment items for inclusion in the F&A calculation based on the following criteria:

- Total acquisition cost equal to or greater than \$5,000
- Useful life equal to or greater than one year
- Acquired with non-research funds

Each item of equipment recorded in the system has been assigned to one of five major asset classes:

- furniture and office equipment
- scientific equipment
- transportation equipment
- automatic data processing equipment
- educational and other academic support equipment

**Asset Class** – a three-digit minor classification consisting of a similar group of assets within the major asset classes

**Asset Type** – a five subcode of equipment within the asset class. Within a given asset class; only one method (depreciation) will be used for all items of equipment. Depreciation is computed using straight-line method over an estimated useful life.

The computation of depreciation or use allowance shall be based on the acquisition cost of the asset involved. For this purpose, the acquisition cost will exclude:

1. Any portion of the equipment cost borne or donated by the Federal Government, irrespective of where title was originally vested or where it is presently located.
2. Any portion of the equipment cost contributed by or for the institution where law or agreement prohibits recovery.

For an asset donated to the institution by a third party, its fair market value at time of donation shall be considered as the acquisition code.

The aggregate amount of use allowances and depreciation attributable to an asset (including imputed depreciation applicable to periods prior to the conversion to the use allowance method as well as depreciation after the conversion) may be less than, and in no case, greater than the total acquisition cost of the asset.

## **8.1 INVENTORY FIELDS**

Equipment inventory fields used for indirect cost calculations:

- building number
- room number
- department
- equipment name
- tag number
- asset class
- asset type
- title
- date of acquisition
- acquisition cost

## **8.2 METHODOLOGY**

The equipment cost pool contains the calculated depreciation for equipment at URI with a unit cost of \$5,000 or more and a useful life of more than one year. Depreciation is calculated on a straight-line basis according to the useful life of the equipment, less federally funded equipment.

The equipment pools group includes the following sub-pools:

- equipment
- equipment-excluded space

Equipment charges of items of equipment in the equipment sub-pool are matched to a room on the space file and summarized by building. Equipment charges by building are then allocated based on the functional use of space in the buildings.

Equipment charges of items of equipment in the Equipment-Excluded Space sub-pool are summarized to each building. Equipment charges identified to buildings are then allocated to all cost pools on the basis of assignable square footage of the buildings.

# CHAPTER 9

## CONDUCTING INVENTORIES

### **9.0 EQUIPMENT INVENTORIES**

#### **9.00 POLICY GUIDELINES**

To comply with OMB's Uniform Guidance at 2 CFR 200, regarding the accuracy of the equipment inventory system, the following guidelines have been established:

1. Department building inventories are conducted at least every two years;
2. Department Chairperson/Responsible Persons assist in conducting the physical inventories in their departments, the Coordinator of Property Acquisitions will schedule and coordinate this effort,
3. The Property Officers resolves discrepancies identified between recorded and actual inventories discovered by submitting database changes, and
4. Each item selected for inspection during the biennial inventory is reviewed to verify its existence, current utilization, and continued need for the property.

#### **9.01 INVENTORY FORMS, TIMING, PROCEDURES**

The biennial inventory of equipment is conducted with the aid of the listing of current equipment on the Building Inventory report. Any changes or additions identified during the sample inventory will be recorded in the system, according to the documented procedures of Chapter 3.

The University's Coordinator of Property Acquisitions will coordinate the biennial inventory. The Property Officers will contact department Chairpersons and Responsible Persons to organize this effort.

The inventory sampling will be conducted as follows:

1. The Property Officers will have access to every room selected to be inventoried.
2. The equipment located in each room will be checked for tag number, responsible person, condition of the item, availability of the item, and other physical characteristics recorded on the inventory report.
3. If untagged items meeting the capitalization criteria are identified during the sample inventory, these items will be tagged and appropriate data recorded into the inventory system.
4. Once all selected equipment items have been inventoried, the Property Officers will process changes in accordance with the procedures described in Chapter 7.
5. The Property Officers will investigate the status of equipment items not verified through the physical inventory and update the system accordingly.

### **9.1 SPACE INVENTORIES**

### **9.10 POLICY GUIDELINES**

To comply with the requirements of OMB Uniform Guidance at 2 CFR 200, the Space Management System will be updated as space surveys are conducted to reflect modifications made periodically to the database. Revisions to the database will reflect:

- square footage
- space function
- room description
- occupying department

### **9.11 TIMING**

Inventories of research space will be conducted during June, July and August at all campuses.

### **9.12 PROCEDURES**

The space inventory will be conducted by the Coordinator of Space and Federal Property according to the following procedures:

1. The Coordinator of Space and Federal Property will have access to every room in the building selected.
2. The room measurements will be taken (utilizing established measuring techniques) and compared to the square footage in the space inventory system.
3. The Coordinator of Space and Federal Property will conduct an interview with the appropriate Department Chairperson or Responsible Person to determine the function, description and department occupying the space selected for review.
4. The Coordinator of Space and Federal Property will resolve discrepancies discovered between the actual and the recorded space data.

# USER MANUAL DISTRIBUTION

User Manuals will be forwarded and revisions sent to the following University officials:

- Vice President for Business & Finance
- Vice Provost for Research
- Controller
- Controller/General Accounting
- Assistant Controller/Sponsored and Cost Accounting
- Internal Auditor
- Director, Sponsored and Cost Accounting
- Director of Purchasing Director, Property/Inventory
- Indirect Cost Analyst
- Business Managers:
  - College of Arts & Sciences
  - College of Business
  - College of Continuing Education
  - College of Engineering
  - College of Human Science & Services
  - College of Nursing
  - College of Pharmacy
  - College of Resource Development
  - Graduate School of Oceanography
- Property Department Staff

UNIVERSITY OF RHODE ISLAND  
MOVEABLE EQUIPMENT INVENTORY & SPACE UTILIZATION SYSTEM  
**TABLE OF EXHIBITS**

<b>EXHIBIT</b>	<b>TITLE</b>
2.1	Space by Building Report
2.2	Space by Department Report
2.3	Space Survey
3.1	Building Inventory Worksheet
4.1	Data Entry Form
4.1a	Property Notice (attached)
4.2	(a) Equipment Barcode Tag (b) Equipment Identification Tag (c) Federal Equipment Tag
4.3	Equipment Disposal Form
4.4	Department Inventory Report
4.5	Equipment Loss Report
4.8	Disposal Report by Tag Number
5.1	Certification of Unavailability/ Unsuitability (Screening Form)

**UNIVERSITY OF RHODE ISLAND**  
**Space By Building Report**  
**ADMINISTRATIVE SERVICES BUILDING KC67A**

Building - Room	Prorated Area	Area	Room Use	Department	Function %	Function
KC67A-101	1,781	1,781	CENTRAL SERVICE	004060	100	GENERAL ADMINISTRATION
KC67A-101A	110	110	STAFF OFFICE	004059	100	OTHER INSTITUTIONAL ACT
KC67A-101B	181	181	STAFF OFFICE	004060	100	GENERAL ADMINISTRATION
KC67A-102	300	300	MERCH SVC	004060	100	GENERAL ADMINISTRATION
KC67A-103	132	132	MERCHNDIZNG	004059	100	OTHER INSTITUTIONAL ACT
KC67A-104	736	736	MERCHNDIZNG	004059	100	OTHER INSTITUTIONAL ACT
KC67A-105	1,402	1,402	MERCHNDIZNG	004059	100	OTHER INSTITUTIONAL ACT
KC67A-105A	25	25	CORRIDOR	216666	100	OPERATIONS & MAINTENANCE
KC67A-106	440	440	STAFF OFFICE	004060	100	GENERAL ADMINISTRATION
KC67A-107	77	77	FOOD FACIL	004060	100	GENERAL ADMINISTRATION
KC67A-108	51	51	JANTOR CLOST	216666	100	OPERATIONS & MAINTENANCE
KC67A-109	51	51	MENS ROOM	216666	100	OPERATIONS & MAINTENANCE
KC67A-110	48	48	LADIES ROOM	216666	100	OPERATIONS & MAINTENANCE
KC67A-111	72	72	CORRIDOR	216666	100	OPERATIONS & MAINTENANCE
KC67A-112	111	111	CORRIDOR	216666	100	OPERATIONS & MAINTENANCE
Room Count for Floor 1 :	15	Total Floor sq ft.:		5,517.00		
Room Count for Facility KC67A :	15	Facility KC67A Total Square Footage:		5,517		



Exhibit 2.2

UNIVERSITY OF RHODE ISLAND

Space By Department

Report Date: 5/9/2007

Property/ Inventory Department

POSTAL SERVICES 004060

Page 672 of 761

Building - Room	Room Area	Function		Function	Function %
		Assigned Area	Room Use		
KC67A-101	1,781	1,781	CENTRAL SERVICE	GENERAL ADMINISTRATION	100
KC67A-101B	181	181	STAFF OFFICE	GENERAL ADMINISTRATION	100
KC67A-102	300	300	MERCH SVC	GENERAL ADMINISTRATION	100
KC67A-106	440	440	STAFF OFFICE	GENERAL ADMINISTRATION	100
KC67A-107	77	77	FOOD FACIL	GENERAL ADMINISTRATION	100

Room Count for Facility KC67A : 5

Facility KC67A Area Total: 2,779

ADMINISTRATIVE SERVICES BUILDING

Department 004060 Total Room Count: 5

Department 004060 Area Total: 2,779

## SAMPLE

## PLEASE NOTE:

- (1) ORIG ACT = Original Activity -- Do not make any changes to this column.  
 (2) NEW ACT = New Activity -- Make all changes to Activity codes in this column.  
 (3) ORIG PCT = Original Percentage -- Do not make any changes to this column.  
 (4) NEW PCT = New Percentage -- Make all changes to Percentages in this column.

e.g., (a) It was determined that the activity in Room 112 changed to 80% IN, 20% SR.  
 (b) It was also determined that the activity in Room 115 changed to 100% IN.  
 (c) It was also determined that the activity in Room 206 changed to 40% IN, 60% SR.

(5) Show occupant(s) & grant #'s for the following sponsored activities: SR, ST, OA, AS, CS.

BLDG	ROOM	ASF	AREA	ROOM TYPE	ACCOUNT	DESC	(1) ORIG ACT	(2) NEW ACT	(3) ORIG PCT	(4) NEW PCT	(5) OCCUPANT(S)	GRANT NO.	GRANT NO.	GRANT NO.	GRANT NO.
KC04	112	152	152	NON CL LAB 250	211033	CHEM	IN	IN/SR	100	80/20	Villinberga, Bruno	532538			
KC04	113	83	83	CL LAB SVC 215	211033	CHEM	IN	IN	100	100	Villinberga, Bruno				
KC04	115	309	618	CLASS LAB 210	211033	CHEM	IN	IN	50	0	Villinberga, Bruno				
KC04	116	51	51	OFFICE SVC 315	211033	CHEM	IN	---	100	0	Villinberga, Bruno				
KC04	117	141	141	OFFICE 310	211033	CHEM	IN	---	100	0	Kirschenbaum, Louis				
KC04	118	236	295	NON CL LAB 250	211033	CHEM	IN	---	80	0	Kirschenbaum, Louis				
KC04	118	59	217	NON CL LAB 250	211033	CHEM	SR	---	20	0	Kirschenbaum, Louis	536837	536891	536901	
KC04	119	43	651	NON CL LAB 250	211033	CHEM	SR	---	20	0	Kirschenbaum, Louis	536837	536891	536901	
KC04	120	651	58	CEN STORAGE 730	211033	CHEM	IN	---	100	0	Nelson, Wilfred				
KC04	123	58	225	OFFICE 310	211033	CHEM	DA	---	100	0	Nelson, Wilfred				
KC04	125	225	225	OFFICE 310	211033	CHEM	DA	---	100	0	Nelson, Wilfred				
KC04	126	208	277	OFFICE 310	211033	CHEM	DA	---	75	0	Nelson, Wilfred				
KC04	126	69	385	OFFICE 310	211033	CHEM	DA	---	25	0	Boister, Diane				
KC04	127	385	240	CL LAB SVC 215	211033	CHEM	IN	---	100	0	Euler, William				
KC04	205	144	240	CL LAB SVC 215	211033	CHEM	IN	---	60	0	Euler, William	532514	532626		
KC04	205	96	203	NON CL LAB 250	211033	CHEM	SR	---	40	0	Euler, William				
KC04	206	122	203	NON CL LAB 250	211033	CHEM	IN	---	60	0	Euler, William	534106	534119		
KC04	206	81	203	NC LAB SVC 255	211033	CHEM	SR	---	40	0	Oxley, Jimmie				
KC04	218	10	687	NC LAB SVC 255	211033	CHEM	IN	---	5	0	Oxley, Jimmie	534097	534097		
KC04	218	193	687	NON CL LAB 250	211033	CHEM	SR	---	95	0	Oxley, Jimmie				
KC04	254	344	687	NON CL LAB 250	211033	CHEM	IN	---	50	0	Oxley, Jimmie	535407	535408	535643	
KC04	254	344	687	NON CL LAB 250	211033	CHEM	SR	---	50	0	Oxley, Jimmie				

### Exhibit 3.1

# URI BUILDING INVENTORY WORKSHEET

Building No. \_\_\_\_\_

Building Name: \_\_\_\_\_

Floor: \_\_\_\_\_

[illegible]

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Exhibit 4.1

EQUIPMENT DATA FORM

PROPERTY OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

FILE IN GRANT # \_\_\_\_\_

FEDERAL TAG \_\_\_\_\_

Tag Number:	
Asset Name:	
Tag Type (NPT)	
Old Tag Number:	
Manufacturer:	
Model:	
Serial Number:	
Acquisition date:	
Condition:	
Vendor:	
R/P:	

Facility:	
Floor:	
Room:	
Location (24 Characters):	

Tagged Date:	
Tagged By:	
Remarks (unlimited characters):	

Inventoried Date:	
Inventoried By:	
Dept. # (code 2):	
Title Code* (code 3):	

Availability:	USU
Vehicle Year :	
Plate Number:	
Extended Desc. (15 characters):	
Contact Person:	

Batch Number:	
ACCOUNTING TAB INFORMATION ONLY	
Fund # -- Amount:	
Fund # -- Amount:	
Fund # -- Amount:	
Project #/Agency/Amount:	
Project #/Agency/Amount:	
Project #/Agency/Amount:	
Project #/Agency/Amount:	
Asset Acq. Total Cost:	
P.O./L.V.P.O. #:	

## PLEASE POST

### PROPERTY NOTICE

#### *Compliance in the Delivery of Government-Furnished Equipment under Federal Acquisitions Regulations Guidelines*

Based on a strong recommendation by the Office of Naval Research (ONR), the Coordinator for Federal Property urges all principal investigators to notify the Property Department (874-2379) upon receipt of any equipment items, materials, consumables, and/or testing equipment from Federally-sponsored agencies.

If contractor-acquired equipment is brought to URI from another institution, the Principal Investigator is responsible, as well, for notifying the Property Department about that transferred equipment.

Please contact Cynthia Yemma Faria at [cyfaria@uri.edu](mailto:cyfaria@uri.edu) or 874-4282, if you have any questions.

### PLEASE NOTE:

Recipients of all government furnished equipment/materials shipped to the University (for all campuses) must inform the Coordinator of Federal Property (Cynthia Yemma Faria) when an item is received and provide her with documentation from the granting agency for Government reporting purposes.

Exhibit 4.2

UNIVERSITY OF RHODE ISLAND TAGS

(a) EQUIPMENT BARCODE TAG

UNIVERSITY OF RHODE ISLAND



URI-0046266

UNIVERSITY OF RHODE ISLAND



URI-0046267

UNIVERSITY OF RHODE ISLAND



URI-0046268

UNIVERSITY OF RHODE ISLAND



URI-0046269

UNIVERSITY OF RHODE ISLAND



URI-0046270

(b) EQUIPMENT IDENTIFICATION  
TAG

Property of  
**U.R.I.**

Property of  
**U.R.I.**

(c) FEDERAL EQUIPMENT  
TAG

PROPERTY OF

FEDERAL GOVERNMENT

PROPERTY OF

FEDERAL GOVERNMENT

PROPERTY OF

FEDERAL GOVERNMENT

PROPERTY OF

FEDERAL GOVERNMENT

PROPERTY OF

FEDERAL GOVERNMENT

PROPERTY OF

FEDERAL GOVERNMENT

Tag Not Available \_\_\_\_\_

UNIVERSITY OF RHODE ISLAND  
PROPERTY OFFICE  
EQUIPMENT DISPOSAL FORM

Facility/Floor/Room \_\_\_\_\_ Date \_\_\_\_\_

URI Tag # \_\_\_\_\_ Title \_\_\_\_\_

Manufacturer \_\_\_\_\_

Type of Equipment \_\_\_\_\_

Cost - \$ \_\_\_\_\_ Year Acquired \_\_\_\_\_

Department # \_\_\_\_\_ Disposed by (P.O.) \_\_\_\_\_

Responsible Person \_\_\_\_\_

Disposal Reason

- ☐ STOLEN- Attach a copy of the Police report
- ☐ SCRAP FOR PARTS- Attach a copy of the work order
- ☐ TRADE IN- Attach a copy of the Purchase order
- ☐ COST UNDER \$1000
- ☐ TRANSFER FROM URI TO: \_\_\_\_\_
- ☐ VEHICLE TO BE SURPLUSED: PLATE NUMBER \_\_\_\_\_
- ☐ LOST Attach Equipment Loss Report \_\_\_\_\_

R.P. SIGNATURE: \_\_\_\_\_

REV April 2014



AM01\_POIRG020

## DEPARTMENT EQUIPMENT INVENTORY REPORT

ASSET MANAGEMENT

DEPARTMENT: 004059

REPORT DATE: 11/22/2005

ROOM	TAG#	EQUIPMENT NAME	MFG	MODEL SERIAL#	ACQ COST	ACQ DATE	P.O.	TITLE	PERSON	INV DT
<b>KC67A</b>										
101	0046416	PRINTER	HEWLETT PACKARD	2200DNT USBGK06211	1,349	5/1/01	R037275	URI	DEGRAIDE, V	12/3/04
104	0095215	PAPER FOLDER	BAUM	714 85J316	2,100	12/1/85	0048719	URI	DEGRAIDE, V	12/3/04
104	0095218	BINDER	GBC	SYSTEM, THREE K003535	3,995	6/1/98	R023801	URI	DEGRAIDE, V	12/3/04
104	0095219	STITCHER, AUTO	ROSBACK	201	6,460	7/1/81	0088877	URI	DEGRAIDE, V	12/3/04
104	0095220	PAPER CUTTER	CHALLENGE	MC 305 8512	12,080	2/1/80	0052886	URI	DEGRAIDE, V	12/3/04
104	0095221	PAPER FOLDER	BAUM	714 86-K-009	3,256	2/1/87	0072847	URI	DEGRAIDE, V	12/3/04
104	0095224	SHRINKING MACHIN	X-RITE	710 000262	3,680	12/1/91	0133395	URI	DEGRAIDE, V	12/3/04
105	0047521	COPIER	CANON	NP9120 NSP00016	79,896	11/30/01	R040272	URI	DEGRAIDE, V	7/29/03
105	0050241	COPIER	CANON	IMAGE RUNNER DADF-J1-CRV-J1	61,171	5/16/03	R046967	URI	DEGRAIDE, V	12/3/04
105	0095214	CAMERA	ITEK	430 8271	15,800	12/1/91	0133395	URI	DEGRAIDE, V	12/3/04
105	0095223	PRESS	ITEK	975 8645	23,120	12/1/91	0133395	URI	DEGRAIDE, V	12/3/04
106	0044578	COMPUTER	APPLE	G4 XB01278E12S	2,237	4/1/00	C115137	URI	DEGRAIDE, V	12/3/04
106	0047902	COMPUTER	DELL	DIMENSION 440C 3MTB11	1,987	3/25/02	R041218	URI	DEGRAIDE, V	12/3/04
106	0050242	SCANNER	KIMOTO	KIMOSEITER 34 A11C82A0001H	9,000	5/29/03	R045945	URI	DEGRAIDE, V	12/3/04
106	0095222	COLLATOR	STANDARD	OC-P10 025041	17,726	2/1/98	R016253	URI	DEGRAIDE, V	5/3/02
107	0054007	COPIER	RICOH	CL7000 P9840700016	7,558	3/4/05	86A003228	URI	DEGRAIDE, V	11/21/05
107	0054008	TABBER	AUTOMECHA	FREEHAND TAB 310280	2,700	5/10/05	86A003277	URI	DEGRAIDE, V	11/21/05

Total Cost: 254,115

Total Assets: 17



Exhibit 4.5

# UNIVERSITY OF RHODE ISLAND EQUIPMENT LOSS REPORT

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Date theft/loss occurred/discovered: \_\_\_\_\_ Time: \_\_\_\_\_

Police Report Filed? ☐ Yes ☐ No Police Report No.: \_\_\_\_\_

If no, explain: \_\_\_\_\_

*Note: Any stolen or missing property will be reported to nearest law enforcement agency on or off campus.*

Were items discovered missing during scheduled inventory? \_\_\_\_\_

Date of last scheduled inventory: \_\_\_\_\_

How were items safeguarded:

Rooms, cabinets locked? ☐ Yes ☐ No

Cabledown? ☐ Yes ☐ No

If no, explain: \_\_\_\_\_

What precautions are now in effect to prevent repeat situations? \_\_\_\_\_

List of stolen, missing or damaged items:

URI Tag #	Mfr.	Model	Serial	Cost

*(Use attachment for additional items or summary. For additional information from inventory records, call 874-2379)*

Summarize details relating to this report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person claiming loss: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

***Lost stolen or destroyed equipment will be charged against responsible individuals if negligence was involved.***

Signature of responsible person: \_\_\_\_\_

AM18\_POIRG216

DISPOSAL LISTING BY TAG NUMBER REPORTASSET MANAGEMENT  
Report Date: 4/21/00

TAG#	BLDG/ROOM	EQUIPMENT NAME MFG	MODEL SERIAL	P.O. ACQ COST	ACQ DATE	RESPON PERSON DEPT	DISPOSAL DATE DISPOSITION
0000007	KC18 - 110	CLOCK RALPH GERBRANDT	3202-08 G1270	525	1/1/75	KNIGHT, W 211125	11/2/99 UNDER 1K
0000010	KC38 - 210	TYPEWRITER IBM	26-6041101 SELECTRIC II	0047229 690	1/1/76	SADD, M 211124	12/20/99 UNDER 1K
0000014	KC38 - 216	TELEVISION PANASONIC	PC8352-589 CT-911VA	0097015 670	3/28/79	SADD, M 211124	12/20/99 UNDER 1K
0000018	KC18 - 133	MANOMETER, ELECT DATAMETRICS	448 1014B4A	0019803 1,050	1/1/75	SADD, M 211124	11/22/99 SCRAP
0000045	KC18 - 102	CABINET XXXXX	9X2	580	1/1/62	KNIGHT, W 211125	10/12/99 UNDER 1K
0000050	KC18 - 110	MICROSCOPE BAUSCH AND LOMB	NONE 31-35-30	535	1/1/74	KNIGHT, W 211125	11/2/99 UNDER 1K
0000072	KC18 - 125	SHARPENER, DRILL DAREX	2G1622 M2	0096744 575	1/1/79	KNIGHT, W 211125	11/2/99 UNDER 1K
0000093	KC18 - 128E	MOTOR, GENERATOR ELECTRO-CRAFT CO	10043 MSCL-100	0013259 1,395	3/3/77	SADD, M 211124	11/17/99 SCRAP
0000113	KC38 - 222B	TYPEWRITER IBM	26-1803758 SELECTRIC II	0047229 690	5/13/77	SADD, M 211124	12/20/99 UNDER 1K
0000115	KC18 - 128E	MOTOR MOTOMATIC	10090 MCSL-100	0036359 1,395	7/1/78	SADD, M 211124	11/17/99 SCRAP
0000116	KC38 - 201	TYPEWRITER IBM	26-1649776 SELECTRIC II	0065617 500	8/3/76	SADD, M 211124	11/22/99 UNDER 1K
0000149	KC18 - 125C	PUMP, VACUUM GAST	0574 0522-V3-G18D	885	1/1/77	KNIGHT, W 211125	11/15/99 UNDER 1K
0000150	KC18 - 125B	POLISHER, METALO BUCHLER		2,390	1/1/80	KNIGHT, W 211125	11/17/99 SCRAP
0000163	KC18 - 125C	MULLER, SAND MINIMITE	505 M2	695	7/1/78	KNIGHT, W 211125	11/2/99 UNDER 1K

# UNIVERSITY OF RHODE ISLAND EQUIPMENT SCREENING SYSTEM CERTIFICATION OF UNAVAILABILITY/UNSUITABILITY

INSTRUCTIONS: This form must accompany all requisitions to purchase or lease Federal equipment with a value of \$5,000 or more. The person requisitioning the equipment is responsible for screening the University's inventory records at the level indicated below and for securing the appropriate certification.

For Purchases of:	Screen at:	Certification by:
\$5,000 – \$10,000	Department Level	Department Chairperson/Director
\$10,001 – \$50,000	Deans Level	Dean or Designee/Director
Over \$50,000	University Level	Provost/Vice-President or Designee

Department \_\_\_\_\_ Date \_\_\_\_\_

Person Requisitioning \_\_\_\_\_

Equipment Description \_\_\_\_\_

Cost \_\_\_\_\_

CERTIFICATION: The item described above has been screened by the Coordinator of Property Acquisitions against the University's equipment inventory records at the level indicated above. We certify that no such item, or no substantially similar item, is available for shared use or that the item is available but not suitable for shared use.

Signature of Coord. of Prop. Acq. \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Requisitioner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Certifier \_\_\_\_\_ Date \_\_\_\_\_

NOTE: If screened equipment is suitable and available on a shared basis for the requestor's use for a period of more than 60 days, or if equipment is going outside the University, the requisitioner must contact the Responsible Person in control of the item to arrange the equipment transfer and a notification of the transfer must be made to the Property Office in writing/email.