

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	09/01/2006
Policy	1.15	Asset Equipment Inventory	Revised	12/01/2007

Audience:

All Logistics employees.

Purpose:

To provide guidelines and standards for the management of Logistics’ owned controlled and capitalized inventory in compliance with State of Texas, UT System and UTMB rules and regulations.

Policy:

Logistics employees are responsible for furnishings and equipment assigned for their use to carry out their job responsibilities, and any equipment movement between work areas, to another department, to surplus, lost or stolen must be reported to the Logistics Departmental Property Custodian (DPC).

Definitions:

Capitalized asset inventory items are non-consumable furnishings and equipment with at least one year of useful life and a single unit acquisition cost of \$5,000 or more.

Controlled asset inventory items are property classes that the State Comptroller requires state agencies to report to the state annually even though the acquisition cost is below the capitalization threshold. Currently the single unit acquisition cost for controlled items is \$500 through \$4,999.

Departmental Property Custodian (DPC) is designated by the Departmental Property Officer (DPO) and has these responsibilities:

- Identifies and communicates with Area Contacts for each Logistics location.
- Serves as contact to Asset Management.
- Assists Asset Management in the annual physical inventory by coordinating equipment scanning and identifying equipment locations.
- Ensures that the proper disposition forms are completed for capital and controlled equipment and submitted to Asset Management.
- Ensures that an Equipment Loan Agreement is completed for any capital or controlled equipment taken off-site by departmental employees.

Approved by Leadership: _____

Date: _____

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- Reconciles the ‘unaccounted for’ asset report with changes in asset inventory ownership, status, physical location, or use by established deadlines.

Departmental Property Officer (DPO) is the Logistics Process Steward and has these responsibilities:

- Designates the Departmental Property Custodian (DPC) to serve as record keeper and contact person to Asset Management.
- Ensures that Logistics has adequate preventive and detective controls in place to manage the risk of asset equipment loss.

Area Contact is the Logistics asset location contact and has these responsibilities:

- Serves as contact to the Departmental Property Custodian (DPC).
- Is the contact for staff to report changes in location, use, or ownership of assigned furnishings and equipment.
- Makes appointments and assists Asset Management representatives by identifying assets to be tagged or scanned.
- Contacts UTMB Campus Police to file report of asset theft.

Asset Management is an area within the department of Finance that tags, scans and reports on Institutional Capital and Controlled assets.

Detective controls include physical inventory tagging and tracking, and the investigation of discrepancies.

Preventive controls include proper authorization of purchase, physical safeguards against theft or fire, control procedures to prevent loss of physical inventory, separation of duties between the person who has custody of the asset, and the person who takes the physical inventory.

Risk is the possibility that an organization will not achieve its goals, operate effectively and efficiently, protect itself from loss of assets, provide reliable financial reports, or comply with applicable laws and regulations, and defined policies and procedures.

Procedures:

Approval to Purchase

Logistics leadership will make the decision to purchase or not to purchase capital and controlled equipment.

Placing the Order

The order request should be submitted to Shared Administrative Services (SAS).

Vehicle orders should be submitted to Fleet Services.

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Receipt & Tagging

If capital equipment is not tagged on receipt the Area Contact is responsible for notifying Asset Management within three (3) days of receipt. Asset Management will tag and scan the item.

Controlled items, which are not tagged, must be accounted for at all times. Serial numbers and changes in location, use, or ownership should be reported to the DPC by the Area Contact.

Disposition

- Missing

When an item is missing the Area Contact must be notified. Every effort must be made to locate the item. If it cannot be found, but it is not believed stolen, the DPC must be notified to file the proper disposition form.

- Surplus

When an item is moved to surplus inventory the Area Contact should complete the Surplus Equipment Form and submit it to the DPC.

- Theft

When an item is believed stolen the Area Contact must contact the UTMB campus police immediately to file a report. The DPC must be notified; the DPC will complete a disposition form to be signed by the Logistics Process Steward / Asst VP Ops & Support Services. Asset Management will request a copy of the police report upon receipt of the signed disposition form.

- Transfer

When an item is transferred to another location or department the Area Contact must complete a disposition form and submit it to the DPC.

Separation of Duties:

Transaction	Initiating	Performing	Recording	Reconciling
Purchase	Area	Logistics Leadership/IS approval by purchase type and dollar level in PSFT eProcurement.	Finance - eProcurement	DPC
Receive	Central Receiving	Central Receiving staff on receipt of goods in PSFT eProcurement.	Finance - eProcurement	DPC
Tag	Central Receiving/Asset Management	Central Receiving staff on receipt/ Asset Management on location; tag attached to capital asset.	Finance - Asset Management	DPC
Scan	Asset Management	Asset Management staff; annual process on location.	Finance - Asset Management	DPC
Track	Area	Area Contacts complete forms and/or notify DPC of changes in location, ownership, or use.	Finance - Asset Management	DPC

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References:

Asset Management Forms and Instructions accessible on the Accounting web page.

UTMB Institutional Handbook of Operating Procedures:

Fiscal Policy 4.7.3	Inventory Tags
Fiscal Policy 4.7.4	Annual Inventory
Fiscal Policy 4.7.6	Transfer of Surplus Property
Fiscal Policy 4.7.7	Salvage Equipment

APPENDIX

Accountability:

Area of Responsibility	Name	Phone	Fax
Departmental Property Officer (DPO)	Rick McFee	7-1374	7-1377
Departmental Property Custodian (DPC)	Kathy Hardy	7-7915	7-5950
Loaned Equipment & Logistics Owned Computers	Angie Hinchee	2-3313	2-1686
Area Contact - Acquisition	Melissa Lopez	7-8012	7-8030
Area Contact – AVPO & Support Services	Karen Hutchinson	7-1380	7-1377
Area Contact - Central Receiving & Delivery	Roger Stone	2-1153	2-1686
Area Contact - Clinical Purchasing	Blanton Britt	2-1148	7-1280
Area Contact - Fleet	Bruce Eversole	2-4834	7-2499
Area Contact - Mail Services	Paul Pistone	7-3268	7-3270
Area Contact - Records Management	Yolanda Santos	7-5904	7-5910
Area Contact - Supply Management Inventory & Office	Basil Arnold	2-6673	2-1686
Area Contact - Supply Management Computer Room	Robert Hirschhorn	2-5349	2-8386
Area Contact - Hospital Operations Omnicell Units	Gina Oliphant	7-0571	2-7634