

Regulation 9.002 Recording and Marking of Property

(1) Capitalization Threshold for Recording Tangible Personal Property - All tangible personal property with a value or cost of \$5,000 or more and having a projected useful life of one year or more shall be recorded in the financial system as property for inventory purposes. Library resources with a value or cost of \$250 or more and having a useful life of one year or more shall be recorded in the financial system as property for inventory purposes. For the purpose of this regulation, "cost" is used if the property is purchased and represents the purchase price of the property item; "value" is used if the property is donated and represents the fair market value of the property item at the date of donation.

(2) Maintenance of Property Records - Custodians shall maintain adequate records of property in their custody. The records shall contain at a minimum, the information required by these regulations.

(3) Individual Records Required - Each property item shall be accounted for in a separate property record. Related individual items which constitute a single functional system may be designated as a property group item. A property group item may be accounted for in one record if the component items are separately identified within the record. Examples of property items subject to group accountability include, but are not limited to: modular furniture, computer components, book sets and similar associations of items. All property group items, the total value or cost which is equal to or greater than \$5,000, shall be inventoried under these regulations.

(4) Content of Individual Property Records - Each property record shall include the following information:

- (a) Identification number.
- (b) Description of item or items.
- (c) Physical location (the city, county, address or building name and room number therein).
- (d) Name of custodian or custodian's delegate with assigned responsibility for the item.
- (e) In the case of a property group, the number and description of the component items comprising the group.
- (f) Name, make or manufacturer, if applicable.
- (g) Year and/or model(s), if applicable.
- (h) Manufacturer's serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number, if applicable.
- (i) Date acquired.
- (j) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased

property is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the custodian's records. The basis of valuation for property items constructed by custodian personnel shall be the costs of material, direct labor and overhead costs identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include expenditures that are directly attributable to asset acquisition and placing the asset in service, such as freight and transportation charges, site preparation costs, and professional fees.

- (k) Method of acquisition and, for purchased items, the transaction document number obtained from the financial system.
- (l) Date the item was last physically inventoried and the condition of the item at that date.
- (m) If certified as surplus, the value and condition of the property.
- (n) If disposed of, the information prescribed in Regulation 9.0031.

(5) Control Accounts - A university-wide control account showing the total cost or value of the university's property shall be maintained. A custodian may keep additional control accounts for property to the extent deemed necessary for different funds and sub-funds. Control totals may not be established by periodically summarizing the costs or values recorded on the individual property records. Rather, entries to control accounts shall be derived from documents evidencing transactions resulting from the acquisition, transfer, or disposition of property items and shall be posted contemporaneously with entries to the individual property records.

(6) Depreciation shall be recorded to meet financial reporting requirements relating to depreciation accounting. However, depreciation shall not be recorded on the individual property records or in control accounts in such a manner as to reduce the recorded acquisition cost or value (i.e., depreciation shall be recorded as an item separate from the acquisition cost).

(7) Marking of Property - Each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the custodian holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code ("barcode") to facilitate electronic inventory procedures.

(8) Exemptions for Marking Property – Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the property identification number is exempt from the requirement for physical marking. However, the custodian's property records shall contain sufficient descriptive data to permit positive identification of such items.