

**Edition**

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UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

PROPERTY SERVICES DEPARTMENT

# Departmental Property Manual

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This short easy-to-read manual was developed for campus departments and Departmental Property Administrators, formerly known as Property Contact Persons. This employee carries out the duties associated with property responsibilities for the department. This manual should be used to assist anyone within the department with equipment and furniture concerns.

The manual is partitioned into three sections that mirror the Property Services Department and its sub departments. Please realize that this manual is not meant to be the final authority of property or equipment issues and that more up-to-date answers can be received by calling Property Services at 686-5931. Answers to other questions may be found in the *UAMS Administrative Guide, Policies and*

*Procedures Manual* located on the web or distributed in bound copy.

This manual can be printed from its web site and distributed to the appropriate personnel in your department. The information on this web site may be updated as necessary, please check back for updates.



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# Departmental Property Administration

*A Guide for Departmental Property Administrators and Department Heads*

This guide is divided into three sections that mirror the three sub departments that make up the Property Services Department. This section deals with the issues involved in the day-to-day operational tasks that are required of a Departmental Property Administrator and the tasks associated with the annual physical property inventory. First some definitions:

Property: In this manual property and equipment are used interchangeably.

Departmental Property Administrator, formerly the Property Contact Person. This employee carries out the duties associated with property responsibilities for the department.

Property Investigator. This is the Property Services personnel responsible for both the annual physical property inventory and the tagging of new property as it is acquired.



## Day-to-day Operations

These activities may be done every day and are not necessarily associated with the annual physical property inventory. These duties usually involve filling out the appropriate property control forms, informing other departmental personnel of property procedures and verifying new inventory additions with the purchase orders for the department. In addition, it is very important that the Departmental Property Administrator (DPA) file, for easy retrieval, all the pertinent property records and maintain those records for at least five (5) years. The following forms are used by DPAs in the course of the day-to-day operation of their department:

- ❖ *Property Transfer Form*
- ❖ *Property Located Off-Campus Form*
- ❖ *Release of Accountability Form*
- ❖ *Outgoing Shipment Form*

Copies of these forms can be ordered through the Distribution Center as they are kept in stock.

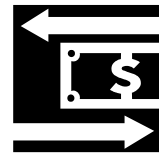
## Frequently Asked Questions

### 1. How do I transfer equipment from one department to another?

The department transferring the equipment fills out a Property Transfer Form and sends copies to the property receiving the property and Property Services (Mail Slot 759)

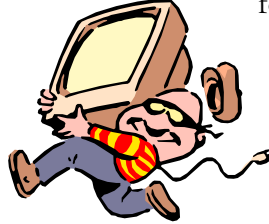
### 2. How do I transfer equipment to another institution when a researcher is leaving UAMS?

For this process approvals need to be obtained from the Department Head, the College Dean, and the State of Arkansas (through Property Services). A memo listing the equipment to be transferred must be submitted to Property Services requesting this transfer. Only equipment acquired through a grant can be transferred with a researcher. This is the same process for transferring property to another state agency in Arkansas.



**3.** How do I report stolen equipment?

You report stolen equipment to the campus Police Department. You request a report from them and attach a completed ***Release of Accountability Form*** for the item(s) stolen.



**4.** What do I do when someone needs to take a piece of equipment home to work on a UAMS project?

A ***Property Located Off-Campus Form*** must be completed for all equipment located at someone's home.



**5.** What do I do when I need to send a piece of equipment out for repair?

You must fill out an ***Outgoing Shipment Form***. Have the carrier (UPS, Common Carrier, Vendor representative) sign this form.

**6.** What do I do if the repair place says the equipment is not repairable?

The repair shop must return the equipment to UAMS. If this is a problem, call Property Services to request special arrangements.



**7.** What do I do if my repairman wants to remove parts from one piece of equipment to fix another piece of equipment?

To remove a piece of equipment for cannibalization from your inventory you must submit a completed ***Release of Accountability Form***.

**8.** How can I donate an old piece of equipment to a local charity?

You are not allowed to donate UAMS equipment to charity. Not even the Governor of the State may donate equipment that belongs to the state.

**9.** How do I trade-in equipment when purchasing a new item?

You must follow the UAMS Procurement Services policies regarding trade-in equipment. The Procurement Services Department requests permission from the state for this transaction. After approval is given, you should complete an Outgoing Shipment Form when the equipment leaves UAMS.



**10.** Where do I get more information about my inventory or my duties as Department Property Administrator?

Please call Property Services at 686-5931 for more information.



## Annual Physical Property Inventory

### *A Description of the Inventory Process*

The physical property inventory is conducted annually beginning in July and is completed by October. During the month of May, Property Services mails each Department Head a letter asking for verification or nomination of a DPA for their department. This signals the beginning of the pre-inventory tasks. In June, Property Services sends an inventory schedule to each DPA on campus.

This schedule details when each building and floor will be scanned for property. The inventory is conducted on a room-to-room basis with the assistance of the DPA for the department located in the appropriate buildings.



A reminder is sent to the DPAs of each building two (2) weeks prior to the physical inventory for that building. This reminder is sent via E-mail. A day or two before the inventory for each building informational signs are placed in strategic locations, as a further reminder to the occupants to the building of the impending inventory.

E-mails are sent in July to remind the DPAs that all ***Property Located Off-***

***Campus Forms*** are due by September 1. In addition, letters detailing items that are not taggable are sent to the appropriate departments in July with a due date of September 1. July also starts the physical inventory process on campus. Property Investigators meet with DPAs and begin the room-to-room physical inventory scan.

After the physical inventory is completed in October, exception reports are delivered to each department. The exception report lists all departmental equipment or property that was not located during the scanning process. At this point in the process, DPAs are asked to locate those missing items. Once those items are located, the DPAs should report their location or send the appropriate documentation detailing their disposition. This part of the process lasts from approximately October 15 to April 1.

Department Property Administrators (DPAs) and Department Business Officers are reminded by E-mail that the date for reconciliation of the exception reports is April 1.

## Surplus or Unneeded Property

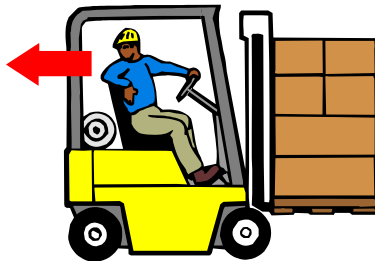
### *A Description of the Surplus Removal Process*

Surplus property is by definition equipment or furniture that is no longer needed by this institution. For many reasons, surplus property should be removed from the UAMS campus as soon as it is identified as such. One important reason for the immediate removal of surplus property involves a safety issue. Another important reason to immediately remove surplus equipment from UAMS involves compliance issues with JACHO rules and regulations. This section of the guide explains the processes involved in removing surplus property from the campus.

## Removal Process

Property Services is responsible for the removal of all surplus or unneeded equipment and furniture from the UAMS campus. State law requires UAMS to bring these items to a central warehouse in Little Rock for disposition. Property Services employs a Surplus Property Manager that directs a team of surplus movers to pick-up surplus equipment that belongs to UAMS anywhere on campus or in the state.

To have surplus equipment or furniture removed from your department, a simple work order called a ***Disposal of Surplus Equipment and Furniture Form*** should be completed by the department. Upon submittal of this completed form, the surplus team will pick-up your surplus items within 48 hours. You can obtain a blank form from the Property Services web site at <http://ss.uams.edu> or you can call 686-5931 and request a form by fax or campus mail. This service is **FREE** of charge.

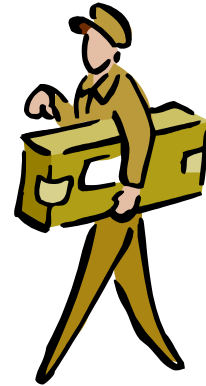


After the item(s) is picked-up by the surplus team, a receipt detailing the transaction will be mailed to the DPA that had stewardship of the equipment. It is **VERY IMPORTANT** to keep this receipt as it documents the process of surplus equipment removal.

The Surplus Property Manager and his team of movers move surplus equipment to the state's central warehouse for surplus equipment. This facility is called M&R (Marketing and Redistribution). State law

requires that ALL surplus equipment and furniture must be processed through this facility.

After items have been picked-up in departments, but before items are sent to M&R, they can be transferred from UAMS surplus to your department. The Surplus Property Manager has a list of all items currently available and keeps a list of departmental needs.



Items can be purchased from M&R by your department for department use or by the public. When items arrive at M&R they must be segregated and not offered to the public for 30 days. This period is set aside by state law to allow state agencies, local governments and school boards the opportunity to take advantage of the low prices set by M&R. If you have any questions concerning surplus property or the surplus process, please call the Surplus Property Manager at 686-8720.

## Moving Services

### *A Description of this Campus Service*

Moving Services is a sub department of Property Services. The Moving Services Manager employs a moving crew to move office furniture, office equipment, laboratory equipment, and patient care items to other locations on campus. The Moving team has the equipment and trucks to allow them to move any size office or laboratory on campus. The moving team has traveled nearly the entire state in their efforts to move faculty and departments.

To access this service you fill out an ***Equipment and Furniture Moving Form***. This form is available on the Property Services web site at <http://ss.uams.edu>. You may also request a copy of the form by calling 296-1047 or 686-5931. The form can be faxed to you or sent by campus mail. After receipt of a completed ***Moving Form***, you will be called so that a time in which a job estimate can be conducted.

Moving Services charges fees for their services to the campus. The fee structure was designed to be less than private companies would charge UAMS departments, but enough to maintain the service for the campus. The fees are as follows:

- \$15 per person per hour for regular moves
- \$17.50 per person per hour for special moves
- \$12 per hour for use of the Moving Services truck



Special moves are those moves that require additional

services by the Moving Services team. This could involve an after normal business hours move, or it could involve an off-campus move. The Moving Services Manager can determine if your move falls within this category. In addition, Moving Services can scan your property inventory after your move. This scan will produce a report detailing what items were moved and to what new location.

Moving Services also rents storage boxes to assist in moves. The boxes rent for \$3 each and your department is refunded \$2 for any returned boxes.

The billing to your department is automatic with the information retrieved from your original Moving Form. No IDTs are used in this process. You are asked to schedule moves as far in advance as possible with a week the average lead-time.



Written estimates are available upon request. Informational packets are provided upon request to help you plan your move. The packet gives you timely information on what other UAMS departments to call in an effort to make your move go as smooth as possible. Moving is a difficult time for all concerned. The UAMS Moving Services

Manager will do his best to make your move as smooth as possible.

Please call the Moving Services Manager at 296-1047 to request any special services needed and to discuss your move needs.

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