Augusta University
Policy Library

Asset Management Policy
Policy Manager: Controller's Division

POLICY STATEMENT

Asset management is a function of the Office of Finance, which is charged with maintaining the institutional records of all Moveable Equipment at Augusta University (AU). Each department within the university is responsible for maintaining control, accountability, and disposal of their respective equipment and for designating an Assistant Equipment Control Officer to manage their inventory. This policy provides guidelines for maintaining an accurate inventory of Augusta University's moveable equipment, including assigning and recording tag numbers and managing the equipment from receipt to disposal.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni   ☒ Faculty   ☐ Graduate Students ☐ Health Professional Students
☒ Staff   ☐ Undergraduate Students   ☐ Vendors/Contractors   ☐ Visitors
☐ Other:

DEFINITIONS

- **Assistant Equipment Control Officer** – The designated individual within each Department who is charged with maintenance of the department's equipment, including responsibilities for inventory, audit participation, and location of equipment

- **Department** – A unit of Augusta University for which there is a designated departmental identification number within AU's financial accounting system

- **Departmental Leader** – The individual who is responsible for authorizing budgetary decisions on behalf of a Department (as defined above). For academic units, this is typically a dean, associate/assistant dean, or department chair. For administrative units, this is typically a vice president, associate/assistant vice president, or director.

- **Equipment Custodian** – The assignee for a specific piece of equipment. The Equipment Custodian is typically the primary user of the equipment, such as with personal computers.

- **Moveable Equipment** – Items purchased, leased (Capital), donated, or self-constructed for institutional use, at a cost of $3,000 or more per item, with an estimated useful life expectancy of three or more years and that meet the additional requirements as established by Augusta University. Parameters for equipment inventory are defined in the University System of Georgia Business Procedures Manual.

- **Moveable Equipment Inventory** – The official record of Moveable Equipment assets at AU. This inventory is updated on a monthly basis through coordination between Assistant Equipment Control Officers, Supply Management, and Asset Management.

- **Ongoing-sponsored Project** – One or more sponsored contract(s)/grants(s)/agreement(s) having the same sponsor and identical title, the last of which is currently in process at Augusta University, having not ended, and being continued at another institution.

PROCESS & PROCEDURES

Acquisition of Equipment

To obtain Moveable Equipment, a department should enter a purchase requisition into PeopleSoft Financials using the proper category and account codes. A physical description of the item must also be entered to facilitate identification for inventory purposes. The requisition will route to Supply Management for review and approval.

The Purchasing department within Supply Management will process the requisition and determine if the items meet criteria for equipment that would be added to the Moveable Equipment Inventory. A purchase order is then created with the correct asset information. The Receiving department will "receipt" equipment in the PeopleSoft Financials system, upon its arrival on campus.

After receipt, Supply management will collaborate with Assistant Equipment Control Officers and equipment custodians to ensure that items are properly tagged and that inventory records are maintained properly.

Donations

Departments are responsible for notifying the Controller's Division when they receive assets as a donation. The Controller's Division will forward the department a Donated Asset Form to complete and return so that the asset can be properly documented within the AU accounting system. The Controller's Division will then assign an asset identification number and enter the physical and financial information into PeopleSoft Financials. Logistics & Property Management will then assign a property asset tag number to the donated asset.

Intangible Right-to-Use Assets

The Governmental Accounting Standards Board requires specific documentation for certain types of intangible assets. These are often leases that allow an entity the right to use another entity's nonfinancial asset for a specified period of time. When such assets are obtained on behalf of AU, Purchasing will notify the Controller's Division and provide details (e.g. length of lease, description, purchase order, amortization schedule if necessary) to allow for proper accounting. The Controller's Division will then assign an asset identification number to the asset. These items are reconciled on a monthly basis.

Self-Constructed

Departments are responsible for notifying the Controller's Division when self-constructed assets meet the minimum threshold of $3,000 with a three-year useful life. The department will provide the Controller's Division with documentation of historical cost or fair market value, description, and location. The Controller's Division will then record these details and notify Logistics & Property Management to assign a property tag number.

Inventory

A physical inventory of Augusta University equipment will be conducted at least annually. Logistics & Property Management will provide a listing of equipment to each department's Assistant Equipment Control Officer. The listing should be verified by actual physical inventory and sighting of the items. Departments must verify that information on the listing, except as noted, is on hand and currently being utilized. This is necessary to satisfy Board of Regents, State, and Federal audit requirements.

To facilitate this process, the Controller's Division will update the Moveable Equipment Inventory on a monthly basis and this information will be used by the Logistics & Property Management team to physically locate the equipment, assign tag numbers, and update the asset details in the financial management system.

Lost or Stolen Equipment

In the event of a theft or loss, the Equipment Custodian will file a report with the Augusta University Police Department and notify their supervisor and departmental Assistant Equipment Control Officer. If the theft or loss occurs off-campus, a report must be filed with the police department with jurisdiction for the location where it is believed to have occurred. A copy of the police report should be obtained by the Equipment Custodian and provided to Logistics & Property Management along with the Lost/Stolen Equipment Form. The Controller's Division will assign the asset a status of "missing" in the Asset Management module in PeopleSoft Financials.

ROLES & RESPONSIBILITIES

Departmental Leader

Each Departmental Leader is responsible for maintaining accountability of all equipment (property) assigned to the custody of their respective department(s). This responsibility cannot be delegated. Each Department will appoint an Assistant Equipment Control Officer by notifying Logistics & Property Management by email with the employee's full name and the (eight-digit) department ID number.

Assistant Equipment Control Officer

Assistant Equipment Control Officers are expected to manage equipment (property) and to act as a liaison to the Office of Finance. This requires that they:

- Have knowledge of Augusta University policies and procedures related to management and accountability for equipment (Logistics & Property Management will provide training if requested).
- Provide an accurate and timely accounting of assets, including their location. At a minimum, this should indicate the proper building and room number of each asset. For departments that occupy space in locations operated by affiliated organizations, additional effort should be made to provide more specific location and description details.
- Ensure that their department records location changes in Peoplesoft when equipment is moved.
- Assign a Custodian to each individual Moveable Asset.
- Complete an annual physical inventory.

- Sign equipment loan agreements.
- Sign for new equipment ordered and received.
- Report lost, missing, or theft of equipment to police and Logistics & Property Management.
- Ensure that licensed software and confidential information is removed from computers before they are transferred to surplus or other departments. Ensure that equipment is safe to move.

Logistics & Property Management maintains the Moveable Equipment Inventory based on information received from each department. Specific responsibilities include, but are not limited to:

- Run queries in PeopleSoft Financials for equipment received
- Locate equipment, and affix labels necessary for identification and inventory purposes
- Review and correct equipment details and location information
- Prepare a schedule for completing an annual inventory of all equipment.
- Conduct a physical inventory of AU assets in compliance with USG requirements

The Controller's Division maintains the Asset Management Module in PeopleSoft Financials based on information received from Purchase Orders, Invoices, and departments. Specific responsibilities include, but are not limited to:

- Run processes monthly to load Moveable Equipment Inventory into the Asset Management module and assign inventory numbers
- Load donations and self-constructed assets in the Asset Management module in PeopleSoft Financials
- Assign lost/stolen equipment the status of missing in the Asset Management module
- Load Intangible Right-to-Use assets into Lease Administration in PeopleSoft Financials
- Reconcile Intangible Right-to-Use assets monthly

REFERENCES & SUPPORTING DOCUMENTS
- AU Supply Management Toolbox - my.augusta.edu/supply-mgmt

- Business Procedures Manual, Section 7: Capitalization, University System of Georgia – usg.edu/business_procedures_manual/section7
- Business Procedures Manual, Section 11: Inventory, University System of Georgia – usg.edu/business_procedures_manual/section11

RELATED POLICIES
- Accounting Policy Manual, Georgia State Accounting Office – sao.georgia.gov/policies-and-procedures/accounting-policy-manual

- AU Procurement of Goods and Services Policy – augusta.edu/services/legal/policyinfo/policy/procurement-goods-services-policy.pdf

- AU Purchasing Authority Policy – augusta.edu/services/legal/policyinfo/policy/purchasing-authority-policy.pdf

APPROVED BY:

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Date: 3/13/2023

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