ATTACHMENT A

STATE UNIVERSITY COLLEGE PLATTSBURGH
MAINTENANCE AND CONTROL OF EQUIPMENT

Definition

Equipment shall include items of machinery, vehicles and apparatus procured or fabricated, of a durable nature with an expected life of more than one year.

Equipment Inventory Responsibilities

1. The Property Control Coordinator will maintain the official records and inventories for all groups of equipment for which title rests with State University of New York at Plattsburgh in accordance with existing guidelines. The Property Control Coordinator is to maintain an inventory of all equipment owned by the State of New York at Plattsburgh and equipment loaned or assigned to agencies using State facilities (State Purpose, Income Fund Reimbursable, Dormitory Income Fund Reimbursable, Construction Fund and Dormitory Authority Fund): Research Foundation and College Auxiliary Services accordance with their respective laws, bylaws, and contractual obligations.

2. The Property Control Coordinator shall be responsible to see that a full physical inventory of all equipment items will be taken every two years and sample inventory will be taken annually in accordance with existing guidelines.

3. All Department Administrators/Deans, project directors, or other designated responsible Department Heads shall appoint an Equipment Coordinator that will be accountable for equipment assigned to each room in their department and shall assist the Property Control Coordinator in establishing and maintaining inventory control.

Statement

1. All new equipment must be delivered to the Receiving Department on Sanborn Ave.

2. All equipment is to be tagged by the Receiving Department with a bar code identification decal if unit cost is $2,500.00 or greater.

3. All equipment should be maintained in safe, operable condition.

4. If equipment is assigned to a room, it is assumed it has a function of being regularly utilized. The Property Control Officer should be notified of any underutilized equipment as a result of purchasing activity, program modification, asset deterioration and/or obsolescence.

5. No item of equipment will be permitted to leave the premises without prior authorization from the Department Administrator/Dean and/or the appropriate Vice President.

6. Equipment transfers, temporary or permanent, must be recorded on an ASSET RELOCATION FORM (attachment D) filled out by the Equipment Coordinator and approved by the Department Administrator/Dean and forwarded to the Property Control Coordinator. This will assist the Property Control Coordinator in maintaining an accurate record of equipment between annual inventories.

7. Any equipment which is lost or stolen must be immediately reported to the Director of University Police, who will, in turn, notify the Property Control Coordinator.