



# **COVER YOUR ASSETS**

**EQUIPMENT MANAGEMENT 101**



**WHY DO I NEED  
TO WORRY  
ABOUT THIS?**

# IT'S THE LAW

Everyone at Oregon State University needs to recognize and take seriously their role in effective stewardship of University property. For OSU, it is an issue of **accountability** – to taxpayers, auditors, and others with an interest in our activities. Capital inventory is part of the value of an organization.

The federal government, in particular, wants to know that the University has the ability to **\*protect, preserve, account for and control Government-owned property\***. As a recipient of federal grants and contracts, OSU is required to be in compliance with the Office of Management and Budget (OMB) [Uniform Guidance \(UG\)](#): Cost Principles, Audit, and Administrative Requirements for Federal Awards.

In addition, section 200.313 (d)(2) in the UG requires that, "A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years." There may also be additional management procedures and restrictions required by an award sponsor.

# **ALSO, THIS TRAINING IS REQUIRED**

All equipment managers must complete the Equipment Management 101 training. At the end of the course, you will receive instructions on how to get credit for this training.



# WHO ARE YOU?

DEFINING THE ROLES AT OSU

# MANY PEOPLE PLAY A ROLE IN EQUIPMENT MANAGEMENT\*



Deans and  
Department Heads

Responsible for ALL property in their units. In other words, the buck stops here.



Custodians/Principal  
Investigators (PIs)

Responsible for the day to day management and use of the equipment – that includes knowing where it is, who is using it, and storing it when not in use. They also work with the equipment managers if the asset needs to be moved or disposed of.



Equipment Managers/  
Property Coordinators

You are responsible for managing the department records of equipment, working with Fixed Assets to inventory all equipment, and educating PIs and custodians about equipment management.

*That's  
you!*

\*Please note, these are the highlights. See [Responsibilities](#) in the Property Management Manual for more details.



**OK, I'M AN  
EQUIPMENT  
MANAGER...**

# WHAT EQUIPMENT DO I HAVE TO MANAGE?

Property is a capital asset – and needs to be managed by you – if it meets **all** of the following requirements:\*

1. It is not consumed in the course of business.
2. It has a useful life of more than one year.
3. It has a value of more than \$5000

\*Are there exceptions to the requirements? Yes. One such exception is all road-worthy vehicles are considered capital assets **regardless of purchase price**. For more exceptions, see [Equipment Acquisition](#) in the Property Management Manual.

**REMEMBER:** Although minor equipment is not set up as an asset and not part of the biennial inventory of capital assets, it still needs to be managed by each department.



# GOT IT?

Now that you have an overview of the basics of the equipment you need to manage, let's see if you can identify capital assets. On the next few slides you'll have the opportunity to determine if an item is an asset or not an asset. Beware – some of them are unusual!



## **GAS GENERATOR**

Nope, it's not from outer space. It's a gas generator purchased for over \$5K but is now fully depreciated. Is it an asset?

**YES**

**NO**



## YOU GOT IT!

The gas generator is an asset. It meets all three criteria:

- ✓ It cost more than \$5000
- ✓ It is not consumed in the course of business.
- ✓ It has a useful life of more than one year.

**KEEP IN MIND:** Assets are not automatically removed from the asset list even if they have fully depreciated or are really old.





## BOTTLE AND CAGE WASHER

The bottle and cage washer was added to a lab in Cordley Hall and was over \$5K in cost. Is it an asset?

YES

NO



## YOU GOT IT!

This one was tricky! Although it seems to meet all the criteria, it was determined to be a building improvement, so its cost was added to the building value, not as a separate asset.



## RIO

Rio was donated to OSU in 2011 with a value determined to be over \$5K. Is he an asset?

YES

NO





## YOU GOT IT!

Rio is an asset. There is an asset type for animals and he meets all three criteria:

- ✓ He cost more than \$5000
- ✓ He is not “used up” in the course of business.
- ✓ He has a useful life of more than one year.

It's a little difficult to attach the asset barcode tag though...



## MOTORCYCLE

This motorcycle used by Team Oregon was purchased for \$4500. Is it an asset?

YES

NO





**YOU GOT IT!**

That was another tricky one! Although the purchase price was less than \$5000, all road worthy vehicles are considered assets.



## CROSS-CUT SHREDDER

This shredder was purchased in 1995 for \$5,200 but stopped functioning in 2015. It has been sitting in a corner of the copier room since then waiting to be sent to Surplus. Is it still an asset?

YES

NO



## YOU GOT IT!

That one was tricky too! The shredder is still considered an active asset even though it no longer works. Equipment does not automatically get removed from the asset list based on age or functionality. After it is properly disposed of through Surplus (more on that later), it will no longer be on the asset list.



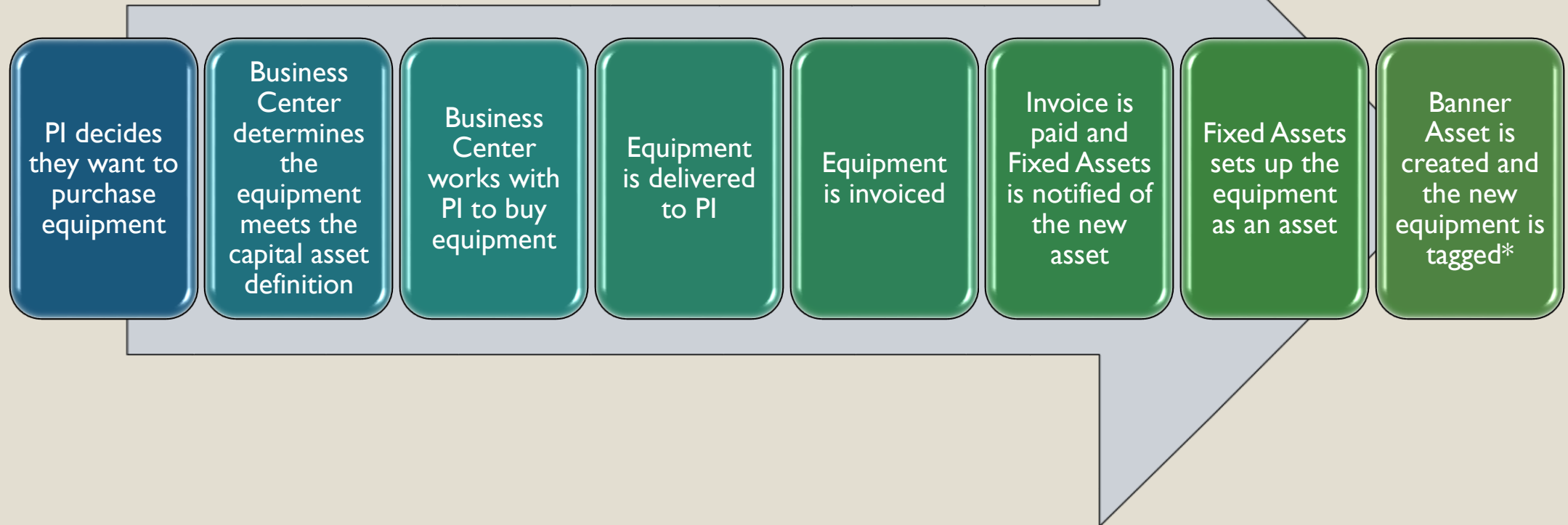
# ASSET RECORDS

HOW ASSETS FIND THEIR WAY HOME



# HOW EQUIPMENT BECOMES AN ASSET

There are many steps a purchase travels through before it becomes an asset and part of the inventory. Here are the highlights:



\*Fabricated equipment isn't tagged until it's completed.

Asset Tag: 323327

MASTER INFORMATION

Origination Tag

T00045814

Permanent Tag

323327

Primary Tag

Subordinate Type

Origination Tag Date

11/30/2010

Permanent Tag Date

12/06/2010

Last Adjustment Date

10/31/2015

Origination Tag

Cancel Date

System Status Code

/ Invoiced

Asset Description

Computer Server, PowerEdge R610

Commodity

Unit of Measure

EA Each

Asset Type

NT NONEXP-COM

User Status Code

/ In Use

Insurance Value

9,866.00

Market Value

9,589.64

Replacement Value

Book Value

☒ Capitalization Indicator

☒ Asset Text Exists

☐ Tag In Use

☐ Gift Indicator

Cost

9,589.64

Total Cost

9,589.64

Net Book Value

Total Net Book Value

## THE BANNER ASSET FORM

The Fixed Asset record in Banner consists of several pages. You can access these using **FFIMAST**. [An explanation of each page](#) is in the List of Exhibits in the PRO Manual.



**IF YOU LIKE IT,  
PUT A TAG ON  
IT.**

**OR IT MAY COME BACK TO HAUNT  
YOU...**

# TAGGING ASSETS

The asset tag is how inventory is tracked. It's important that the OSU barcode tag is in an easily accessible place for tracking and inventory.

Some items are not taggable (like Rio). If it's too small, too delicate, or located in a harsh environment, you, as the equipment manager, should keep the tag in a notebook with details as to the location of the asset. The asset number may also be written on the equipment with a permanent or paint marker.

The Fixed Assets group will attach most tags to the equipment, but it's useful to get an idea of the best location for the tag. In the next few slides, you'll have the opportunity to determine the best location for the asset tag.





**IT'S A BOAT!**

Select the best option for tagging this asset:

**Asset Tag**

**Marker**

**Notebook**



## YOU GOT IT!

The asset tag can be attached inside the enclosed area of the boat in an appropriate place. Or, writing the asset number on the boat in an easily accessible location would also work.

Use your best judgement, depending on how the asset is used.



## ARTWORK

Select the best option for tagging this asset:

Asset Tag

Marker

Notebook





## YOU GOT IT!

The notebook is the best option since typically artwork is too delicate to attach a tag to and it doesn't make sense to write the asset number on it.



## OLD SCHOOL PRINTING PRESS

Select the best option for  
tagging this asset:

Asset Tag

Marker

Notebook



## YOU GOT IT!

Yep, an asset tag will work on the printing press – just make sure it's in an easily accessible location.

# A FEW MORE NOTES ABOUT TAGS

What about replacement tags?

If you need to replace a tag, contact the Fixed Asset group. We can also provide clear, plastic covers for the tags for equipment that is out in the elements.

What about Federally owned equipment?

Equipment that is federally owned but tracked in OSU assets should also display a “Property of U.S. Government” tag as well as any other required outside agency tags. The OSU asset tag should be removed when the equipment is returned to the government agency that owns it.



# MARCO! ASSET!

HOW A PHYSICAL INVENTORY WORKS



# INVENTORY STEPS

1. Department/Unit Contacted by Fixed Assets to Arrange Inventory
  - Asset inventory is on a biennial cycle – every two years.
  - Depending on the size of the inventory list, this could take more than a day to complete.
2. Inventory Day Prep
  - You'll get an excel spreadsheet with all of the assets that will be inventoried.
  - Alert all Pls/Custodians of the upcoming inventory and make sure they can locate their equipment.
3. Inventory Day
  - Walk around and find stuff! Be sure to eat a good breakfast and wear comfortable shoes.
  - Equipment in remote areas will need to be inventoried using photos when possible.
4. Follow Up
  - A list of remaining assets that need to be located will be sent to the Equipment Manager.
  - Effort should be made to locate or account for these items within 2 weeks.

# OSU ASSET TAG GALLERY

Peruse the halls of OSU History and see the amazing Asset Tags of the Past! You may come across one or more of these antiques when you are going through the inventory.

Contrary to popular belief, an asset will NOT automatically be removed from inventory if it is old or not worth anything. It will remain an active asset until it is properly disposed of through Surplus.

And, yes, the scratched up tag should be replaced.





# **BETWEEN INVENTORIES**

**WHAT TO DO WHEN YOU AREN'T  
INVENTORING ASSETS**

# YOU STILL NEED TO KEEP TRACK OF EQUIPMENT

It is important that you communicate with and educate the PIs/Custodians regarding their equipment. They should contact you:

- If the equipment is moved (e.g., to a new lab):
  - Contact Fixed Assets with the new location (and new custodian, if applicable).
- If the equipment is transferred to another department:
  - Contact Fixed Assets and fill out a [Transfer Form](#).
- If the equipment is loaned to an outside agency:
  - Contact Fixed Assets and refer to the [Equipment Loaned](#) section in the Property Management Manual.

If you aren't sure, contact Fixed Assets!

A thick, wavy orange line runs vertically along the left side of the image, starting from the top and extending to the bottom. It has a slightly irregular, hand-drawn appearance.

# GOODBYES ARE EASY

WHAT TO DO WHEN YOU NO LONGER  
NEED AN ASSET OR IT NO LONGER  
WORKS

**ALL OSU OWNED  
PROPERTY  
DISPOSAL GOES  
THROUGH SURPLUS!**

# REALLY, ALL OSU PROPERTY DISPOSAL GOES THROUGH SURPLUS? YES!

What about the microscope we have from 1975 that doesn't work?

Yes (use the [Surplus pick-up request form](#)).

What about if we want to donate the equipment to another university or college?

Yes (contact [Surplus](#) to start the donation process).

What about if we want to trade in the old equipment for new equipment?

Yes (fill out the [PDR form](#) and submit it to Surplus).

What if we want to part out the equipment to use elsewhere?

Yes (fill out the [PDR form](#) and submit it to Surplus).

What if it's federally owned?

NO! Federally owned property should be returned to the federal government per their disposal requirements.

What if it's minor equipment (not a capital asset), like office furniture?

Yes (use the [Surplus pick-up request form](#)).

What if the equipment is off-campus such as at an extension or experiment station?

Yes (contact [Surplus](#) directly for guidelines for all off-campus locations)



# SURPLUS STEPS

These steps should be completed by someone familiar with assets and where to find the asset barcode tag on the equipment.

1. Log in to the Surplus Pick-Up Request System:

<http://fa.oregonstate.edu/surplus/departments-and-agencies/pick-request>

2. Fill out the contact and request information at the top.
3. Fill in each item in the Items for Pickup area.
4. **IMPORTANT:** Use the identifier field to add the asset number

A screenshot of a web form titled "Identifier". It contains a label "Asset #" next to a dropdown menu with a downward arrow. Below this is a large, empty rectangular text input field.

5. Double check the description field that auto-fills once the asset number is entered.
6. If the asset number is not known or it is minor equipment, enter the serial number or other identifying information. Please be as specific as possible!





**WANT MORE?**

# FIXED ASSET RESOURCES

- Website
  - <http://fa.oregonstate.edu/business-affairs/fixed-assets>
- Property Management (PRO) Manual:
  - <http://fa.oregonstate.edu/pro-manual>
- Contacts:
  - **Charlotte Rooks**, Manager of Analytical Operations, Business Affairs  
Charlotte.Rooks@oregonstate.edu  
541-737-5422
  - **Nancy Boedigheimer**, Fiscal Coordinator 2, Business Affairs  
Nancy.Boedigheimer@oregonstate.edu  
541-737-7601
  - **Iqbal Khurram**, Fiscal Coordinator I, Fixed Assets, Business Affairs  
Iqbal.Khurram@oregonstate.edu  
541-737-6047
  - **Amy Donnelly**, Property Coordinator, Fixed Assets, Business Affairs  
Amy.Donnelly@oregonstate.edu  
541-737-4084

**THE END**