

Accounting & Financial Services



**WELCOME**

**EQUIPMENT MANAGEMENT  
FORUM**

May 14, 2008



## Introductions

Jim Hewlett – Trainer and Facilitator

- **Equipment Management Division**

- Delanda Buchanan, Manager

- Ben Chin, Assistant Manager

- Lynn Ormson, Analyst

- Jim Beeson, Equipment Specialist

- Nancy Redpath, Equipment Specialist



## Introductions (Continued)

- **Capital Asset Accounting Division**
  - Delanda Buchanan, Manager
  - Ben Chin, Assistant Manager
  - Jennifer Calori, Accountant
  - Anita White, Accountant
  - Maritza Galdamez, Accountant



## Introductions (Continued)

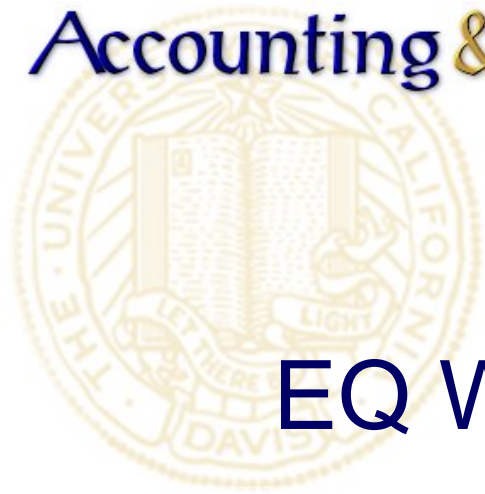
- **Materiel Management – Bargain Barn**
  - Katie Jaramillo, Manager
- **Special Guests – Materiel Management**
  - Alex Martin
  - Pam Meyer



## Agenda

- **Web Sites / Web Forms**
- **Policy Changes and Clarifications**
- **Biennial Equipment Inventory Certifications**
- **Department Updates**
- **Fabrications**
- **Bargain Barn – Salvage Process**
- **Online Asset Maintenance Form**
- **SPO\* Asset Tracking of Assets Under \$5,000**
- **Over \$10,000 Delegations**
- **Fiscal Close/Equipment Accruals**

\*Sponsored Program Office



## EQ Web Sites and Web Forms

- Online Forms
- What is Equipment – **Updated**
- Responsibility & Stewardship – **Updated**
- Today's EQ Forum
- Other Resource Information

## Policy Changes and Clarifications

- PPM 350-50 - Classification of Inventorial Equipment\*
- PPM 350-75-Fabrication & Modification of Equipment\*
- Notifications / Announcements
  - Future Announcement/Directive Fabrications
  - Equipment Certification **Reminder** – August 2008

\*Recently Updated – May 2008

\*Currently Under Revision

## Biennial Equipment Inventory Certifications

- Due **October 31<sup>st</sup>**
- **Cycle 1 versus Cycle 2**
  - Cycle 1 (odd-numbered years) 2007, 2009, 2011, etc...
  - Cycle 2 (even-numbered years) 2008, 2010, 2012, etc...
- Information Available on the Website:  
<http://accounting.ucdavis.edu/CA/InventoryLookup.cfm>
- Web Site refreshed **July 1<sup>st</sup>** each year

## Biennial Equipment Inventory Certifications

- New Certification Forms - **Updated**
- Signatures are to agree to the names in CAMS
- PHYSICALLY identify each asset and update CAMS asset record
- Certify the item was inspected **no earlier than** the past fiscal quarter (July 1<sup>st</sup> – September 30<sup>th</sup> )
- Custody Codes with no assets valued at \$5K or above:
  - Retain Custody Code – **Certification Required**
  - Inactivate Custody Code – No Certification Required

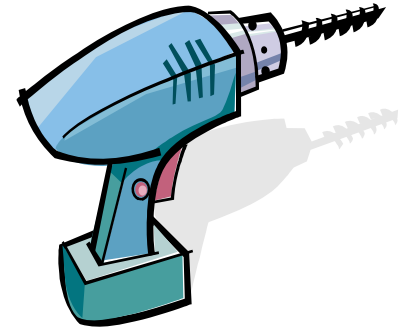


## Department Updates

- Available Online
- Confirmation E-mail
- Review and Update periodically
- Signatures must agree with signed Biennial Equipment Certification



## Fabrications



- Constructed by the University
- New item of inventorial equipment valued at \$5,000 or more, using new or used inventorial equipment, supplies, or inventoried components
- Tangible, capable of identification, and continuous control

*When the fabrication is made in part or entirely of previously inventoried equipment, those items lose their previous identity.*



## Fabrications



- Labor must represent at least **20%** of the cost of the fabrication (Departmental labor is not actually charged to the fabrication). The 20% is not a part of the cost but rather is a ***measurement of effort***
- Ensure all costs are captured using object code 9600
  - Online illustration: Purchase Requisition or DPO.
  - Be sure to include freight as Object Code 9600
  - Use of P-Cards in fabricating equipment



## Not Fabrications



- Assembly vs. Fabrication (construction/development)
- Fabrication for Internal vs External University use
  - **Internal Use** = Added to Inventory
  - **External Use** = Not Added to the University's Inventory
- Equipment constructed/developed by a non-university entity does not qualify as a fabrication



## Fabrications



- **New** Accounting for Fabrication costs
  - annually by October 31<sup>st</sup>
  - at the end of project
- **Coming Soon** Online Fabrication Request Form and Checklist
- Justifications



## Bargain Barn Process-Salvage

### ***BENEFITS:***

- Reduce workload for departments
- Ensure equipment is properly removed from inventory
- Ensure compliance with waste removal and disposal regulations



## Bargain Barn Process-Salvage

- Bargain Barn Web Site – **Updated**  
<http://bargainbarn.ucdavis.edu/>
- Asset Retirements (Reason Code 23 – Salvage)
- Salvage versus Trade-In
- Must be approved by Bargain Barn or specifically identified in the Purchase Requisition

## Online Asset Maintenance Form

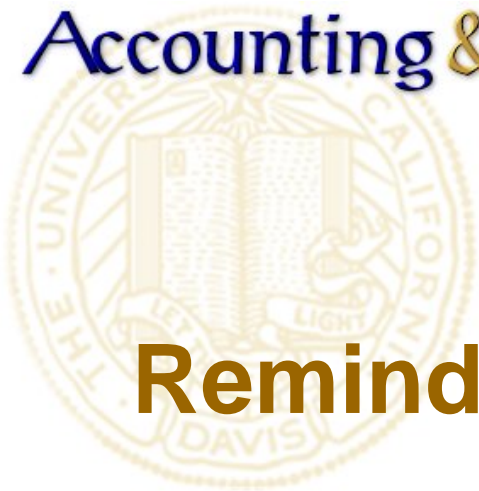
- Benefits:
  - ☺ **Assist Asset Representative**
  - ☺ **Improve Efficiency**
  - ☺ **Streamline process**
- Available online:  
<http://accounting.ucdavis.edu/CA/assetmaintenance.cfm>
- How does it work?

## Online Asset Maintenance Form

- Receiving assets and Updating department information
- Maintaining the delegation
  - Adding and Removing delegates
- Responsibility remains with Asset Rep
- Separation of Duties:
  - Performing physical inventories
  - Delegation via the Online Maintenance Form

## Sponsored Programs Office Asset Tracking of Assets **Under** \$5,000

- Introduction and Background Information
- Some agencies and organizations may require tracking of assets **under** \$5K
- If applicable, departments must track the item(s) in CAMS
- Asset Representatives should check with dept.



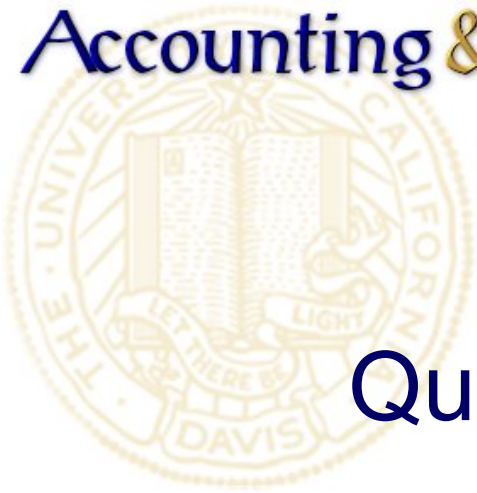
## Reminder Over \$10,000 Delegations

- Usually used for Asset Retirement or Transfer of assets **outside** the control of your dean or VC, with acquisition cost over \$10K
- Custody Code Lookup
- Identify your delegate
- Delegation of authority template

## Equipment Accruals/Fiscal Close

- CAMS Fiscal Year Close
  - Cut-off **July 3<sup>rd</sup> at 4:00 pm**
  - Re-open **July 11<sup>th</sup>** or earlier
  - **Please – Do Not back date the Receive Date!**
  - EQ Management In-Box and Routing CAMS Documents
- Equipment Accruals
  - Completed by Capital Asset Accounting
  - All Equipment purchased on a “UCD” purchase order

# Accounting & Financial Services



## Questions / Other Topics?

Ready to GO!





## References

- Equipment Management Web Site
  - <http://accounting.ucdavis.edu/CA/>
    - Today's EQ Forum Presentation
    - Contact Us: <http://accounting.ucdavis.edu/CA/staff.cfm>
    - On-line Forms: <http://accounting.ucdavis.edu/Forms/index.cfm?opt=2>
    - Physical Inventory Lookup:  
<http://accounting.ucdavis.edu/CA/InventoryLookup.cfm>
    - Custody Code Lookup:  
<http://accounting.ucdavis.edu/CA/CustCodeLookup.cfm>
    - Online Asset Maintenance:  
<http://accounting.ucdavis.edu/CA/assetmaintenance.cfm>
- Bargain Barn Web Site
  - <http://bargainbarn.ucdavis.edu/>