

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



Introductions (Continued)

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

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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 31st**
- **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 1st** 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 1st – September 30th)
- Custody Codes with no assets valued at \$5K or above:
 - Retain Custody Code – **Certification Required**
 - Inactivate Custody Code – No Certification Required

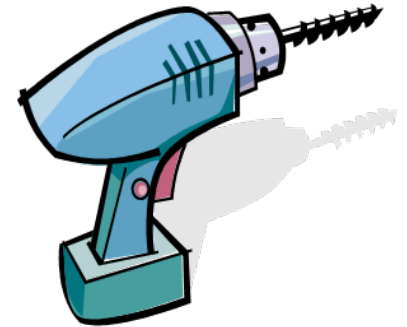


Department Updates

- 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



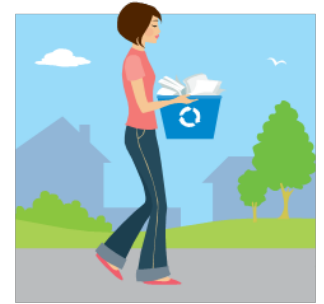
- Assembly vs. Fabrication (construction/development)
- Fabrication for Internal vs External University use
 - **Internal Use** = Added to Inventory
 - **External Use** = Not Added to the University's Inventory
- Equipment constructed/developed by a non-university entity does not qualify as a fabrication



Fabrications



- **New** Accounting for Fabrication costs
 - annually by October 31st
 - 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?

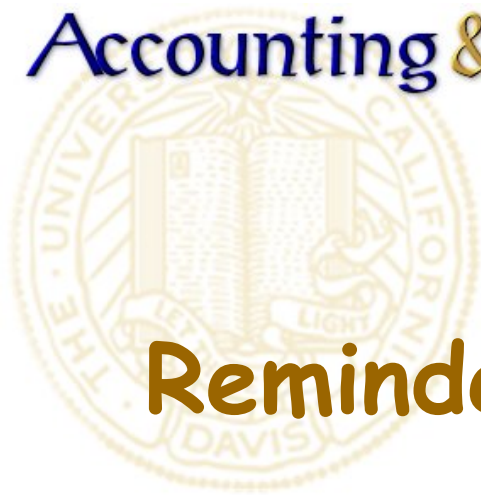
Online Asset Maintenance Form

- 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.



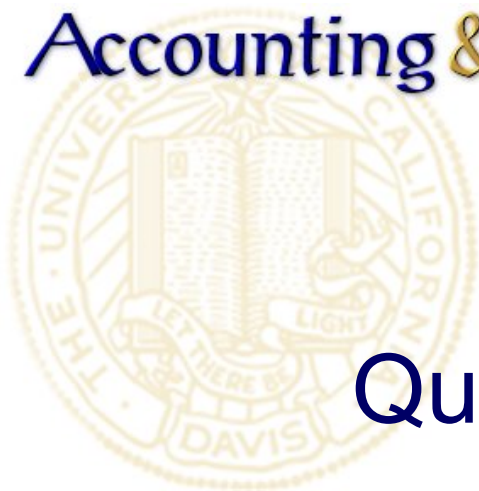
Reminder Over \$10,000 Delegations

- 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

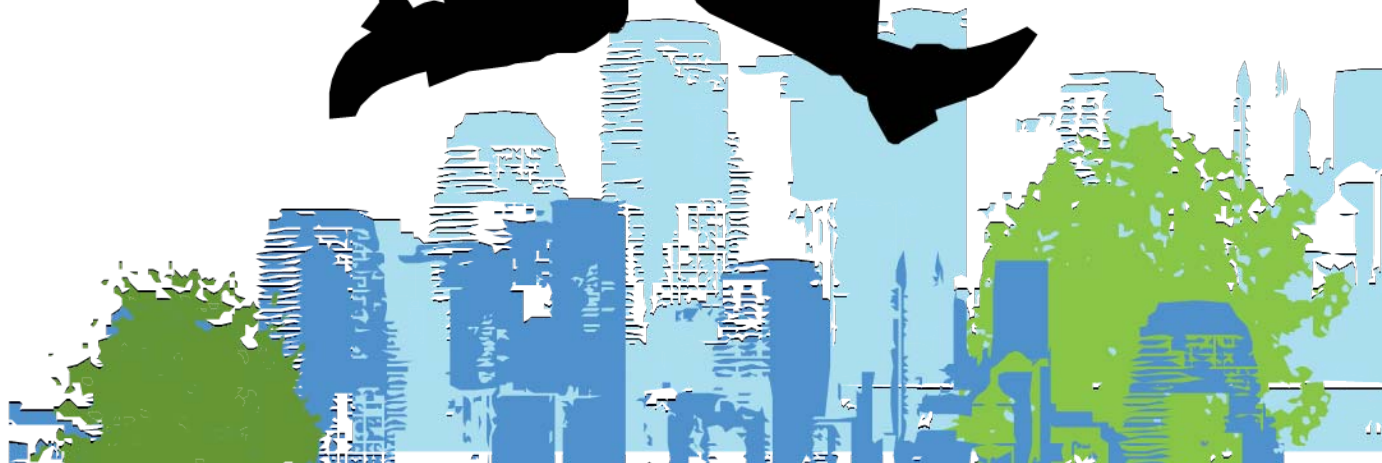
- CAMS Fiscal Year Close
 - Cut-off **July 3rd at 4:00 pm**
 - Re-open **July 11th** or earlier
 - **Please – Do Not back date the Receive Date!**
 - EQ Management In-Box and Routing CAMS Documents
- Equipment Accruals
 - Completed by Capital Asset Accounting
 - All Equipment purchased on a “UCD” purchase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

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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/>