



# Santa Fe College Rules Manual

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**Title:                   Tangible Personal Property Control                   Procedure 5.7P**

Based on               Rule 5.7

Effective Date:       May 11, 2015

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Tangible personal property is moveable furniture, machinery, and equipment of a non-consumable and non-expendable nature. A custodian is the individual (usually a budget authority) who has been given the responsibility of maintaining and protecting the tangible personal property in their department. Digital devices include but are not limited to computers, servers, printers, copiers, scanners, and fax machines.

College Board of Trustees is authorized under section 1001.64, Florida Statutes, to adopt rules, procedures, and policies for the management of college property. Section 1013.28 requires colleges to dispose of surplus property in accordance with the procedure in Florida Statute 274.

## A. Threshold for Recording Property

All tangible personal property with a value or cost of \$5,000 or more and projected useful life of one year or more shall be recorded in the College's property system for inventory purposes. Items with a value or acquisition cost under \$5,000 may be recorded under the procedure in Section G: Attractive Items, but are not considered "property" as described in Sections B, C, D, and E of this rule procedure.

## B. Property Records

Individual property records will be maintained on each property item meeting the threshold requirement. These records should include the following information at a minimum:

1. Identification number (assigned by the College)
2. Description of item
3. Physical location
4. Name of custodian with assigned responsibility for the property item
5. Name, make, or manufacturer, if applicable
6. Year and/or model, if applicable
7. Manufacturer's serial number or vehicle identification number (VIN), if applicable
8. Date acquired
9. Cost or value at the date of acquisition for the item

10. Method of acquisition
11. Date of last inventory and condition of the item on that date
12. Date and method of disposition, as applicable

#### C. Marking of Property Records

Each property item shall be assigned a property number and decaled or permanently marked with the number unless the value or utility of the item of property would be significantly impaired by the attachment of the property identification number. In such cases, sufficient descriptive data must be maintained in the property file to identify the property item.

#### D. Disposition of Property

*Stolen or missing items* shall be investigated by the Santa Fe College Police Department and reported to the Property Survey Committee and Board of Trustees (if over \$5,000) as such.

All digital devices disposed of as described below will be sanitized in accordance with the College's Digital Media Sanitization Policy.

Property that has become unusable or obsolete at the College will be disposed of as described below. Those items will be reported to the Property Survey Committee and only those items over \$5,000 will be reported to the Board.

*Worn-out property with no salvageable parts* shall be brought before the Property Survey Committee (see Section F below) for permission to discard. With the committee's approval, such items should be recycled when possible or otherwise disposed of in the most economical and environmentally friendly way. These items do not need to be brought before the Board of Trustees for approval prior to disposal, but will be reported to the Board as property that has been or will be scrapped.

*Worn-out property with salvageable parts* shall be brought before the Property Survey Committee for permission to cannibalize. With committee approval, such items may then be cannibalized, with the remaining (non-cannibalized) components to be disposed of in the most economical and environmentally friendly way. These items do not need to be brought before the Board of Trustees for approval prior to cannibalization, but will be reported to the Board as property that has been or will be cannibalized.

*Property to be traded in* on new equipment for value may be done so at the discretion of the custodian and with the approval of the Purchasing Director. The custodian and Purchasing Director will assure and attest that the value received for the trade-in is appropriate and reasonable. Trade-ins will subsequently be reported to the Board.

*Surplus Property*, pursuant to section 1013.28 (2), and Chapter 274, Florida Statutes, shall be approved by the Board of Trustees prior to disposal. Surplus property shall include all property to be sold or transferred to another entity. The Property Survey Committee shall review surplus requests prior to submission to the Board.

Items the College desires to retain, but that no longer have a fair market value of \$5,000 or more may be brought before the Property Survey Committee for recommendation to the Board of Trustees for removal from active inventory. Reasons may include obsolescence, damage, wear, or other circumstances that have reduced an item's current value. Such items may be recommended to the Board to be removed from the property records even though the College may continue to use the item in some capacity, or otherwise does not intend to dispose of the item.

Once an item has been appropriately disposed, the following information shall be recorded on the individual property record: date of disposition, manner of disposition, and identity of the employee(s) witnessing the disposition. Alternatively, the record may instead reference an external document that contains such information.

The Director of Purchasing, or supervisor thereof, is authorized to sign any documentation required by another entity for the transfer or sale of vehicles or other property disposed of under this section.

#### E. Inventory of Property

A physical inventory of all property will be conducted annually and as deemed appropriate by the Property Coordinator.

At the conclusion of the inventory process, unaccounted for property shall be reported to the custodian. The custodian shall have the responsibility of finding all such property, and the property coordinator shall verify the location of such property when found. If the custodian is unable to subsequently locate the property, the Santa Fe College Police Department shall be notified to investigate. If the investigation determines that the property was stolen, the individual property record shall be so noted. Otherwise, any items not located by the Police Department shall be classified as "Missing." Stolen and/or missing items shall be reported to the Property Survey Committee and Board of Trustees (for items over \$5,000) as such.

#### F. Property Survey Committee

The President or designee shall appoint a Property Survey Committee, which shall convene to review requests to dispose of property and recommend related policies to the President or designee. The Committee shall be composed of at least one representative from the following areas: Academic Affairs, College centers (one individual may represent all centers), Facilities Services, Information Technology, the Office for Finance, Police Department, and Student Services. The property coordinator

shall serve as the secretary to the committee as an ex-officio member. The College's Chief Financial Officer shall appoint the chair of the committee.

#### G. Attractive Items

Attractive Items are tangible personal property that have an acquisition cost or fair market value of less than \$5,000, but which the College wishes to track through the property system for any reason.

Items that must be tracked as attractive items include technology equipment such as computers, laptops, and portable electronic devices with a fair market value over \$1,000. Custodians may request any additional item be added to their inventory as an attractive item regardless of acquisition cost.

Inventory of attractive items is to be conducted annually by the department in which the items reside. The College's property coordinator shall annually provide each custodian with a list of attractive items for which they are responsible. The property custodian shall select a designee or designees to conduct the inventory and shall submit a report signed by both the custodian and inventory designee(s) to the property coordinator indicating that the items have been located and assuring that the location information in the property record is correct. The designee(s) assigned the inventory task for a particular department may not be the same for two consecutive years. Information Technology Services will assist property custodians by providing the last known location of the equipment they support. A list of attractive items not located by the inventory process shall be turned over to the SF Police Department for investigation.

Attractive items may be disposed of or otherwise removed from inventory due to the items being stolen, missing, worn-out, surplus, or traded in without notification to, or approval of, the Board of Trustees. Transfers of attractive items to other agencies shall be in accordance with the policies recommended by the Property Survey Committee and approved by the President.

The Director of Purchasing, or supervisor thereof, is authorized to sign any documentation required by another entity for the transfer or sale of vehicles or other property disposed of under this section.