

College of Agriculture
& Life Sciences



Managing Property

What Principal Investigators and Business Officers need to know

February 2015





THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



The Basics

Our offices and classrooms are full of equipment, tools, and furnishings that we use daily. For most of us, all this material was provided by the University.

What do we need to know to ensure we do our jobs right in acquiring, using, and disposing of property?



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences

Ownership

- ▶ Unless retained by a sponsor, title or ownership of university property is vested in the Arizona Board of Regents (ABOR).
- ▶ If specified by grant, contract, or agreement, title is retained by the funding source. Capital items are to be identified with an “S” tag.
- ▶ Title may be vested in the University for equipment purchased by a sponsor, when specifically stipulated by grant, contract or agreement. This is a common practice.
- ▶ Ownership is only vested in the Principal Investigator when specifically stipulated by grant, contract or agreement. This is not a common practice, and rarely done.



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Categories of Property

- ▶ Capital Equipment Cost \$5,000.00 or greater
- ▶ Non-Capital Moveable Equipment Cost between \$1,000.00 and \$4,999.99 or required by Sponsor
- ▶ Supplies and General Equipment Not categorized above



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Identifying Property with Tags

- ▶ Acquisition cost of \$5,000 or greater.
 - ▶ University Property “A” Tag
 - ▶ Government and Sponsored Property “S” Tag
- ▶ Acquisition cost between \$1,000.00 and \$4,999.99 – Only specific categories of Non-capital equipment will be tagged “N” or “S”
 - ▶ When required by grant, contract or agreement, government or sponsored equipment (including less than \$1,000 cost)
 - ▶ Vehicles (of any value) for insurance and titling.
 - ▶ Computers for State reporting requirements.
 - ▶ Weapons and Firearms.
 - ▶ Optional – Equipment tagged at department request



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Responsibility for Good Stewardship of Resources

- ▶ University departments (all faculty and staff) are responsible for care, maintenance, and control of equipment and other property.
- ▶ Government property shall be kept physically separate from University property.
- ▶ And this is the Law!



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Government Owned Equipment

- ▶ Used for the purpose of grant for the term of the grant.
- ▶ Used for other activities, only if authorized by the awarding agency.
- ▶ Kept separate from University property.
 - ▶ Co-mingled when advantageous to the government and clearly marked as government property.
- ▶ For equipment with a value of \$5,000 or more, maintain a log that includes a minimum usage level below which retention needs to be analyzed and justified, and provides for recording authorized and actual use.



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Government Funded / University Titled Equipment

- ▶ Used in the scope of the grant as long as needed.
- ▶ Cannot be encumbered through other sponsor funds and property provisions without approval of the awarding agency.
- ▶ Provided there is no interference with use on the original project, the equipment shall be available to other federally sponsored activities.
- ▶ Can be used on non-federal activities, if permitted by the original contract, grant or agreement.



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



When the Grant is Over

- ▶ Upon completion or termination of a grant, contract, or agreement, coordinate with the Sponsored Projects Services Property Administrator for:
 - ▶ Inventory of the government owned property.
 - ▶ Disposition of the government property as directed by the original awarding agency.



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



Requirements for All Property

- ▶ Disposal of property with any residual value must be through Surplus Property, or (for government owned property) the Sponsored Projects Services Property Administrator
 - ▶ This includes use of property as a “Trade-In”
- ▶ Theft, Damage, or Accident
 - ▶ Police Report (UA Police Department)
 - ▶ Property Loss Report Form (Risk Management and Safety)
 - ▶ CALS Accountable Property Officer (APO) if USDA Federal Excess Property



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



REFERENCES

- ▶ Financial Services Office Property Management Manual
- ▶ Arizona Board of Regents Policy 3-801 and 3-802
- ▶ For Federally Funded or Titled Property -
 - ▶ 41 Code of Federal Regulations (CFR) Part 102
 - ▶ 48 Code of Federal Regulations (CFR) Part 2 and Part 45
 - ▶ Office of Management and Budget Uniform Guidance (Super Circular)



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences



For additional information, contact:

Lynda Silvain

(520) 626-5597

slynda@u.arizona.edu

Fred Pearson, CGFM

(520) 621-4757

pearsonf@email.arizona.edu