

SUBJECT: Property Accountability  
Number: 604  
Issued by: Vice Chancellor for Finance  
Date: January 1, 2004

This policy is in accordance with USC Policy Business and Finance 5.00, the full text of which is available at <http://www.sc.edu/policies/busf500.html>

## POLICY

Section 1-49.4 of a Code of Laws of South Carolina makes the heads of state agencies and institutions responsible for personal property under their supervision and requires that such property, except for expendables, be inventoried annually. The accountability and proper security to prevent misuse or loss for all USCB personal property and supplies is delegated to the Chancellor, Vice & Associate Chancellors, Budgeting Division Heads depending on their division or area of responsibility. It is the responsibility of each Division Head to see that the proper security is maintained to prevent the misuse or loss of property and supplies.

Personal property for the purpose of inventory control is defined as furniture and fixtures that has a value of \$ 5000.00 or greater and equipment that has a value of \$ 5000.00 or greater and each having a useful life of over two years. All items meeting these criteria will be tagged and inventoried.

Expendable property (Classified as supplies - 53XXX) is any item that is consumed, or becomes unidentifiable with use. Property that is not expendable and does not meet the criteria to be inventoried in the preceding paragraph will also be classified as supplies. Even though this type of property will not be scheduled as inventoried items, a "Property of USC" tag identification (no control number) will be attached by the Central Supply section when items are received. In addition, an item that becomes a part of a building will be classified as permanently attached equipment - 56030" and will not be tagged.

University property may be used for official University use only. Property will not be removed from University premises, except by written formal authorization from Chancellor, Vice & Associate Chancellors or Division Heads responsible for accountability of subject equipment. A copy of the written authorization must be filed with the Business Office prior to removal of equipment from campus and must reflect date and time of removal and return. The Business Office will send copies to Maintenance and Security.

## PROCEDURES

1. The Maintenance Department and Computer Services are responsible for maintaining the detailed inventory records for USCB. As new items are purchased they will be inventoried and tagged at the assigned location.

2. The Maintenance Department must be kept informed when property is permanently removed from a Department or a permanent location change is made. Changes in building and room location, and transfers to other Departments require prior approval of the Director of Maintenance.

Following are examples which require reporting:

- a) Change in building and room location.
- b) Transfer to another department (account number, building and room number).
- c) Worn out, or otherwise declared surplus. These items must not be discarded but transferred to Inventory Control in Columbia. Before a Department cannibalizes worn out equipment, these items must be verified and approved by the Director of Maintenance.
- d) Trade In (must be reflected on the requisition and subsequent purchase orders).
- e) Any abandoned property found should be reported to the Director of Maintenance.

3. Any time an item is determined lost, missing, or stolen it must be reported immediately to the Director of Maintenance. The following information will be required:

- a) Item description.
- b) USC decal and manufacturer serial numbers.
- c) Department and location (building and room number).
- d) Date and time discrepancy was determined.
- e) Cost.
- f) Name of last individual with possession or control.
- g) Details concerning the loss of subject equipment.
- h) Any other appropriate information.

Upon completion of the investigation by USCB, the System Vice President for Law Enforcement and Safety will take any further action required and present the circumstances and his recommendation to the President for his decision. The System Vice President for Law Enforcement and Safety will notify the responsible Department and the Inventory Control Section of the President's decision.

Note: The Director of Maintenance will report this type of incident to the appropriate local authorities and forward the results to the System Vice President for Law Enforcement and Safety.

4. All University property is insured for losses resulting from a catastrophic occurrence, such as fire, wind, or water. Any occurrence and loss should be reported immediately to the Business office for disposition. Also, any loss of this nature of inventoried property should be reported to the Director of Maintenance. General university property is not insured against theft.

5. The Purchasing Division will inspect inventoried items selected statistically during the year on an unannounced basis. A list of discrepancies, if any, will be furnished to the responsible Department for further action. Action must be taken by the Department to correct the discrepancies and report the results to the Director of Maintenance.

## PROPERTY ACQUIRED OR TRANSFERRED FROM GOVERNMENT GRANT FUNDS

The preceding policies and procedures for property accountability will also be followed for property acquired with government grant funds. This includes property acquired by a grant for USCB from another institution or governmental agency.

1. Property acquired by USCB with Federal grant funds remain the property of the Federal government until termination of the grant award, however in order to meet Federal Inventory requirements, grant purchased property will be tagged and inventoried in the same manner as USC property. At the termination of the grant award, the Federal government may claim or pass title of the property to USCB.
2. When property is transferred to USCB from another institution or agency, it is the responsibility of the Department chairman to which this property is assigned to insure that the Director of Maintenance receive a detailed list including description (model and serial numbers), value, building and room number, grant fund account number and a copy of the documents which transmitted the property to USCB. The Director of Maintenance will then inventory and tag the property.
3. When property is transferred from USCB to another institution, it is the responsibility of the Department chairman to notify the Director of Maintenance prior to the property being transferred. The approval of the government agency which holds title to the property is required before any disposition may be made. Property of which USCB holds title requires the approval of the President before it may be transferred.

Individuals not complying with these Policies and Procedures are subject to personal liability.