

## UNIVERSITY OF HAWAI'I

Capital Asset Accounting Office

### GOVERNMENT PROPERTY MANAGEMENT PLAN

The University of Hawai'i (UH) property control plan has been established in accordance with regulations defined by the Federal Acquisition Regulation (FAR) Subpart 45 and 52, the Office of Management and Budget (OMB) Circular A-110 and A-21 and 2 CFR 200 in order to meet the requirements of Federal Property Management. The property control plan is based on voluntary consensus standards in the areas pertaining to acquisition, receiving, records, physical inventory, subcontractor control, reporting, relief of responsibility, utilization, maintenance and closeout. This policy shall apply to all government furnished equipment (GFE), government leased/loaned equipment or equipment purchased utilizing government funds which have been designated by the award as government-owned. Refer to the following for additional guidance.

- [AP 8.509](#) Property and Equipment Overview
- [AP 8.510](#) Loaned Property, Personally Owned Property and Collections
- [AP 8.512](#) Identification of Property
- [AP 8.516](#) Property and Equipment Valuation
- [AP 8.521](#) Property and Equipment Acquisition
- [AP 8.523](#) Receiving Property and Equipment
- [AP 8.524](#) Property and Equipment Maintenance
- [AP 8.530](#) Property and Equipment Storage and Movement
- [AP 8.536](#) Subcontract Control of Government Property
- [AP 8.539](#) Property and Equipment Record Maintenance
- [AP 8.540](#) Physical Inventory
- [AP 8.541](#) Property and Equipment Management Reports
- [AP 8.542](#) Property and Equipment Utilization
- [AP 8.543](#) Property and Equipment Transfer and Retirement
- [AP 8.550](#) Capitalization

#### **Acquisition:**

Government furnished property, property determined to be owned by the government based on a condition of the grant or property leased from the government, shall be recorded as government-owned regardless of cost. Items furnished by the government shall be added to inventory by submitting an email or memo to the Capital Asset Accounting Office (CAAO) for further instructions.

Property acquired by the UH shall be paid utilizing the appropriate object codes designated for government-owned property.

All government-owned property shall be tagged with a red federal property tag in addition to the silver UH asset tag. It is the responsibility of the principal investigator to ensure that the red federal property tag and UH asset tag are properly affixed to the appropriate item.

**Receiving:**

The principal investigator or authorized designee shall verify that all property purchased or furnished have been received as contracted. Any unresolved discrepancies shall be promptly reported to the sponsor's property administrator.

Once all items have been received as agreed, the principal investigator or authorized designee shall indicate the in-service date of the items.

- Contractor Acquired Equipment: The received date of the equipment should be noted on the PREQ goods/services receive date field found on the invoice information tab.
- Fabricated Equipment: An "in-service" date shall be provided to CAAO by the department's fiscal administrator by email, memo or as a response to the Survey of Asset Fabrications sent to each fiscal administrator. The "in-service" date is determined when a fabrication is completed or utilized by the department.
- Government Furnished Equipment: The received date shall be the date of transfer from the sponsor.

**Records:**

To ensure proper recordation of equipment into the University's Capital Asset Management (CAM) system, the department or fiscal administrator shall provide CAAO with the following inventory information:

- Equipment description
- Manufacturer (if applicable)
- Model and serial number (if applicable)
- Government assigned number (if available)
- Quantity
- Unit cost
- Location (building and room number)
- Received date
- Account information
- Vesting of equipment (based on object code)

**Physical Inventory:**

A physical inventory of all assets is conducted yearly. Departments are provided inventory listings as of June 30<sup>th</sup>, fiscal year end closing. The custodial departments verify existence, location and the accuracy of asset information (description, manufacturer, model number, serial number, asset tag, asset representative, etc.). Discrepancies should be updated immediately in CAM via an asset edit e-Doc.

Missing items are to be reported to CAAO by initiating an Asset Retirement Global e-Doc in CAM and attaching the State of Hawai'i Report of Loss or Damage of State Property (RMP-001).

Found items are added to inventory via written notification to CAAO should include asset description, manufacturer, model number, serial number, location (building, room number), asset representative name, estimated value, account number and circumstances of discovery.

**Subcontractor Control:**

Purchasing requirements of federally funded purchases may be found in the Procurement section of the UH Administrative Procedures Manual (APM) A8.290, Requirements of Federally Funded Purchases.

Fiscal administrators are responsible for submitting a memo or email to CAAO for any equipment purchased or acquired by a UH subcontractor. Memos should include all information required to ensure proper reporting of government-owned property of all subcontractor acquired equipment to the appropriate sponsor.

**Reporting:**

CAAO will provide weekly listings of newly established assets in CAM to the fiscal administrators. Annual property inventory reports are sent after the June 30<sup>th</sup> close of the fiscal year. Discrepancies identified for newly established assets as well as discrepancies noted during the annual property verification should be corrected immediately in CAM.

CAAO shall provide the following reports to the federal contracting officer upon request:

- Report of all government property (both contractor-acquired and government furnished)
- Report of loss, damage, destruction or theft
- Physical inventory results
- Self-assessment results
- Periodic property management internal reports
- Audit reports issued by internal audits or external audit sources
- Report of current subcontracts issued by the UH which include government property
- Reports of discrepancies and corrective actions

**Relief of Responsibility:**

The principal investigator shall notify his/her fiscal administrator when an item is no longer required, lost/stolen, damaged or to be shipped out in accordance with the award contract. An Asset Retirement Global e-Doc should be initiated in CAM prior to disposing of an item. In the event an item has been stolen or lost, the State of Hawai'i Report of Loss or Damage State Property (RMP- 001) is also required. CAAO will request disposition instructions for the item from the awarding agency.

**Utilization:**

The principal investigator is responsible to ensure that all government property acquired under the award is utilized only as authorized by the award. The principal investigator shall notify their fiscal administrator should any item be damaged. A PFMO-75, Request for Relief of Accountability for Non-Expendable Personal Property (Title Not Vested with University), should be submitted to CAAO. CAAO will request disposition instructions from the awarding agency.

**Maintenance:**

The principal investigator is responsible for the proper care and maintenance of all government property in his/her possession. Proper maintenance records and related costs should be documented by the principal investigator.

**Close-out:**

Upon being notified of the closing of an award, CAAO shall generate a listing of property accountable to the specified award. The property list shall be sent to the department's fiscal administrator so that these items may be physically verified and condition of each item noted. The fiscal administrator shall notify CAAO of the condition of each item and request disposition instructions. A request for disposition is generated by CAAO to the sponsor. When disposition instructions are received from the sponsor, the fiscal administrator is notified for appropriate action and documentation.