

Property Control Procedure	Procedure Number	5.1.1P
	Effective Date	May 10, 2011

1.0 POLICY & PURPOSE

Laramie County Community College (LCCC) is required to provide centralized and uniform property (*inventory*) control services for all LCCC assets. Administration and Finance Services (*Purchasing, Building Services, and Accounting*) shall be responsible for the administration and inventory control processes required of all property that has been or is going to be purchased by or donated to LCCC in accordance with this procedure.

2.0 REVISION HISTORY

Adopted on: 1/15/92

Revised on: 2/2/95, 4/24/97, 4/1/10, 5/10/11, 1/10/14

3.0 PERSONS AFFECTED

- A. All full-time, part-time, adjunct employees and students of LCCC who engage in use of and/or disposition of College property and under the auspices of the College.
- B. Individuals from external organizations seeking to utilize College property, complete donations or property transactions with the College.

4.0 DEFINITIONS

- A. *Property* – Shall be defined as any piece of equipment, furnishing, fixture, vehicle, building, or item that is leased, owned, donated or otherwise in the custodial care of LCCC or any person acting as its agent, regardless of the cost.
- B. *Fixed Asset Inventory property* – Shall be defined as a non-consumable item which has a useful life beyond one year; a total cost as determined by the current Federal Office of Management and Budget (OMB) Circular A-21 that exceeds \$5,000.00; and which is not permanently attached to a building. The Fixed Asset inventory shall be maintained in the Colleague module titled “Fixed Assets”.
- C. Descriptions
 - 1) *Abandoned Vehicle* – An abandoned unit is one that has not been moved from its location for a period of seven (7) calendar days.
 - 2) *Building Asset* – Property permanently attached to a building is considered a building fixed asset.
 - 3) *Cannibalize* – Property is in non-repairable condition, but the component parts of the respective property may be used to repair or replace parts on other College owned pieces of equipment, or given/sold to a salvage business.
 - 4) *Department/Division Custodian* – LCCC department/division to which a specific property item is assigned or who has responsibility for same.

- 5) *Disposal* – The method in which the Administration and Finance Division determines to be in the College’s best interest to dispose of property. Some examples of disposal include (*but not limited to*): auction, salvage, cannibalize, scrap, sale, disposal to landfill.
- 6) *Donations* – Equipment (including vehicles), gifts or property may be donated to LCCC which has institutional value. Prior to a specific transaction, said donation must be inspected and approved by the appropriate College recipient to ensure that the donation meets College criteria and expectations. All donations shall be completed through the offices of the Laramie County Community College Foundation and in compliance with Foundation “Procedures for Acceptance of Gifts of Property”. Inventory responsibility for all donated equipment shall be transferred to Business Services Division following completion of Foundation paperwork.
- 7) *Equipment* – Tangible property, other than land, building or structures used in the operations of the College. May include, but not limited to: instruments, devices, tools, machinery, vehicles, towed equipment, computers, etc. that are needed for a particular job or activity.
- 8) *Excess* – Property which no longer has a useful purpose to a particular department or division but may be used by another department or division.
- 9) *Examples of fixtures and furniture* – Include, but not limited to: movable or non-fixed classroom seating, electronic equipment desks or podiums, desks, chairs, bookcases, file cabinets, waste receptacles, easels, partitions, refrigerators, tables, credenzas, stools, and stands. FF&E also includes scientific or technical equipment such as autoclaves, centrifuges, lasers, computers, printers, monitors, keyboards, lasers, spectrometers, shop equipment and tools, kilns and microscopes.
- 10) *FF&E* – Movable furniture, fixtures, or equipment that requires no permanent connection to utilities or to the structure of a building, and includes vehicles and motorized equipment. These items may require utility outlets, but are commonly plug-in types. These items depreciate substantially but definitely are important costs to the College. FF&E does not include items that are of a personal nature, or items that have been donated without the approval of the LCCC Foundation office and substantiated via proper paperwork.
- 11) *Fixtures* – Items that are attached to real property in a manner that, in the view of the law, becomes a part of that property.
- 12) *Non-Repairable* – Property that is beyond repairable or cost effective to repair.
- 13) *Obsolete* – Property that is of no use or value to the College.
- 14) *Scrap* – Property that is outdated or not used because of obsolescence and is of no use or value to the College.
- 15) *Surplus* – Property which no longer serves a useful purpose to the College; may also be identified as obsolete, non-operational, or scrap.
- 16) *Vehicle* – A mechanically propelled unit intended or adapted for use on roads, whether it is in a fit or unfit state for use. It also includes any trailer or towed unit adapted for use as an attachment to a vehicle, any chassis or body, with or without wheels and anything else normally attached to a mechanically propelled unit.

5.0 PROCEDURE

A. New Property

- 1) All purchased property defined as “Fixed Asset Inventory” shall be identified with an LCCC property control tag number after the equipment has been received, accepted, and paid for.

- 2) All necessary information such as description of the property, location of the property, manufacturer, model number, serial number, custodian responsible for the property, cost of the property, and the paid date shall be entered into the financial accounting inventory control system.
- 3) In the event new property is purchased with a trade-in, the trade-in value, freight charges, and other applicable expenses that are required to make the property operational shall be included as part of the cost of the specific item.
- 4) Donated property – The donor is responsible for determining the fair market value of any donated property in accordance with LCCC Foundation Office Procedures. This appraisal value shall be used to determine the inventory value of said equipment.

B. Donated Property

- 1) Donating Property: Prior to any property being donated to another governmental or non-profit organization, the donation must be reported, reviewed and approved by the Purchasing Office on a Property Disposition Form. Upon approval, the item will be transferred via a signed Donation Form by the Purchasing Office.
- 2) Receiving Donated FF&E
 - a. All property to be donated to the College must first be reported to the LCCC Foundation Office on approved Foundation forms. The Foundation will forward this report to Building Services, Purchasing and the impacted department/school for review and approval.
 - b. All donations must receive advance approval prior to receipt of same. Donations of potentially dangerous items or items containing hazardous materials are not appropriate and cannot be accepted. Obsolete or antiquated equipment may not be suitable for use or instruction and should be given serious consideration before acceptance.
 - c. Per Federal IRS regulations, any donated item must remain the property of the College for a minimum period of three (3) years before being disposed of or sold.

C. Property Inventory Verification

- 1) Annual Equipment Inventory Verification: An annual physical inventory shall be completed for all property cataloged through the “Fixed Asset Inventory” system. The respective department/division administrator is responsible for conducting the physical inventory and shall maintain the use and the location of the property at all times. The verification process includes confirming the LCCC property tag number on each piece of property, location of specific property, and confirmation of other property information.
- 2) Inventory reports shall be generated by the Purchasing Office and distributed accordingly. The Purchasing Office will generate and distribute annual property verification reports to each respective department.

D. Year End Reporting: Year-end audit reports will be provided by the Purchasing Office for all property purchased/donated from Current, Auxiliary, Agency, Federal, One Mill Levy, Plant, Foundation, or other funds.

- 1) Department/Division Property Report: This report includes all equipment assigned to that respective department/division.
- 2) Master Equipment Report: This report by fund includes all the property purchased by or donated to the College.

- 3) A year-end report of the total cost for all new and donated property and all disposition of property by fund will be provided to accounting services for updating the financial accounting system.

E. Moving and Storage of Property

- 1) The respective custodian of a department/division is responsible for the determination that a specific property item(s) requires disposal and completes an "Authorization for Disposition of LCCC Property" form and submits same document to the Purchasing Office for appropriate action.
- 2) Prior to any FF&E being moved and/or stored on campus, it shall first be reported to the appropriate office in order to maintain inventory lists; either the Purchasing Office, ITS Office and/or the Building Services Office/Physical Plant.
- 3) Excess Property Transfer: When it is determined that property is considered excess, it may be transferred:
 - a. Within the department/division, or;
 - b. To another department/division, or;
 - c. To the warehouse for storage, or;
 - d. To surplus property when it has been determined that same has no useful value.
- 4) Excess property stored at the request of a department or school shall become the property of the Physical Plant and Building Services Department, unless otherwise negotiated. Disposition of same shall be at the discretion of the Physical Plant and the Building Services Department.
- 5) Disposing of property requires that the College properly dispose of such items, including the completion of appropriate paperwork by the Purchasing Office. An item is disposed of when it becomes obsolete, is considered surplus, is non-repairable, or is excess inventory and shall be reported to Purchasing using the "Property Disposition Form."
- 6) College property is purchased through various College funds and may not be sold, traded, or thrown away without Purchasing Office approval and compliance with appropriate processes.

F. Property Disposition

- 1) The disposition of College property is the responsibility of the Purchasing Office.
- 2) Disposing of property requires that the College properly dispose of such items, including the completion of appropriate paperwork by the Purchasing Office. An item is disposed of when it becomes obsolete, is considered surplus, is non-repairable, or is excess inventory and shall be reported to Purchasing using the "Property Disposition Form."
- 3) Disposal will be completed by the most economical and effective means as determined by the Purchasing Office and in consultation with the respective custodian and Physical Plant Building Services Manager. The Purchasing Office shall advise both the property custodian and the Physical Plant of the method of disposal.
- 4) Property that no longer has any use shall be disposed via one or more of the below methods:
 - a. Donated to city, county or state government agencies for their exclusive use, and/or;
 - b. Donated to appropriate non-profit agencies for their exclusive use, and/or;
 - c. Transferred to the State of Wyoming surplus property warehouse, and/or;
 - d. Sold at public auction, and/or;
 - e. Used as a trade-in for new equipment, and/or;
 - f. Sold through competitive sealed bid process, and/or;


- g. Scrapped or cannibalized for parts, and/or;
 - h. Recycled or junked if the item has no value.
- G. Use of College Property and Facilities – LCCC shall make appropriate facilities and equipment available to College staff for use in their leisure time activities when such facilities are not required for use in College services, activities or programs. Employees shall compensate LCCC for all consumables, supplies and materials used. Employees are responsible and accountable for and subsequent damage that may occur during the use of said facility. LCCC has recognized reasonable personal use of College facilities as a privilege of association with the College, so long as such uses are not abused and do not conflict with the function of the College. Employees who use College facilities acknowledge that certain risks are inherent with any given activity, and therefore undertake use of the facilities as their own risk. Employees, who misuse or damage facilities, will be held responsible and subject to disciplinary action. Scheduling of College facilities shall be administered through the Facilities and Events office.
- H. Off-campus Use of College Property for College-related Activities and/or Community Use by Non-profit City, County or State Organizations and Agencies
- 1) College property may NOT be taken off-campus for personal use.
 - 2) Property Check-Out Procedures
 - a. The use of equipment for off-campus activities must be approved prior to use and be requested through the appropriate division vice-president, or the appropriate area director or administrator responsible for the respective equipment.
 - b. Property for off-campus use and while in the possession of the borrower that is returned damaged; in non-operating condition; or is lost or stolen shall be the financial responsibility of the borrower. It is LCCC’s responsibility to inform all borrowers of this obligation prior to removal of the property.
 - c. The “Property Check-Out Form” shall be used to record the approval, description, condition, agency/organization of requestor, and destination of property to be taken off campus. These forms are available from the Purchasing Office.
 - d. The log must be signed by the appropriate division vice-president, or the appropriate area director or administrator who is responsible for the property prior to its removal from campus.
- I. Misuse of LCCC Property
- Should any employee have knowledge of any misuse, he or she must notify his or her supervisor immediately. Any employee found to be using LCCC property in a neglect manner or misusing LCCC property may result disciplinary action up to and including termination of employment. This may include termination. If the neglect is determined to be gross, LCCC will expect remuneration for part or all of the replacement cost. LCCC may elect to file a civil action to enforce the remuneration. Misappropriation of company property is grounds for immediate termination and possible criminal action.
- J. Personal FF&E
- 1) Laramie County Community College assumes no responsibility or liability directly or indirectly for damage, loss, or destruction of any personal property by fire, water, theft,

misuse, etc. It is the sole responsibility of each employee or student to safeguard their personal property.

- 2) The installation, moving, repair and upkeep of personal property is the sole responsibility of the individual employee or student and cannot be accomplished using College resources.

K. Abandoned Vehicles

- 1) Unregistered and abandoned vehicles, as defined per Wyoming Statutes § 31-13-104, will be removed from the Campus grounds at the owner's expense. Violations on the Campus may result in the owner being summoned to court and/or the Campus judicial system. Removal of license plates does not absolve the owner of the responsibility for proper disposal of a vehicle.
- 2) Parked vehicles will be deemed abandoned after seven (7) calendar days, unless said vehicle has been stolen or it is wanted by local authorities. A warning sticker will be placed on the unit advising the owner to remove the vehicle within 24 hours. Vehicles that appear to be vandalized or damaged and/or present a hazardous condition may be immediately removed to a secure location. EXCEPTIONS: Student vehicles parked in the Residence Hall parking lot or have an ID tag readily visible; identified and/or labeled Auto Body, Auto Diesel and Auto Tech program units; and employee vehicles when owner is on extended off-campus College business activities. These exceptions are not subject to the seven day restriction.
- 3) When on an extended off-campus trip, vehicle owners must notify Campus Safety of their absence dates, and provide the Campus Safety Office with their vehicle description (make, model, color and license plate).
- 4) If the vehicle remains parked after the 24-hour-warning-period, it will be towed to a private salvage yard or impounded at a secure location.
- 5) In order to recover abandoned/impounded vehicles, owners must present ownership documents and are solely responsible for all costs for towing and storage, including outstanding fines.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Contracting & Procurement Director	3/22/11
Approval by President's Cabinet		5/10/11
Approval by President (Signature)		5/10/11