Northeastern Illinois University (NEIU) maintains an accurate database of its movable assets. The database is the official record of asset location and attribute information.

To ensure that the University is compliant with state and federal property control regulations and to provide a means of recording the location and attributes of movable assets.

**University Faculty, Staff and Students**

**Property Change Notice (PCN)** - A PCN is the form the University uses to maintain the accurate and up-to-date movable inventory database.

**1. ANNUAL INVENTORY CERTIFICATION**

NEIU is required by the State of Illinois Department of Central Management Services to conduct an Annual Inventory Certification. All University departments are required to assist with this annual certification.

Departmental inventories will be conducted annually and each financial manager must submit an accurate inventory listing with her/his signature. During the certification, financial managers are responsible for meeting assigned deadlines.

The Inventory Asset Listing will be sent to each department every fiscal year along with instructions on how to properly conduct the inventory certification.

Financial managers are responsible for completing a PCN to explain any discrepancies, relocations or deletions from their inventories.

In addition, the Property Control Department will conduct random departmental audits throughout the year to ensure inventory accuracy.

**2. FINANCIAL MANAGER RESPONSIBILITIES**

- Ensure all deadlines are met.
- Certify accuracy of inventory by signing property inventory documents.
- Alert Property Control when property tags have been removed or damaged.
- Complete the Annual Inventory Certification of all departmental equipment.
Inform Property Control of all equipment location changes via a PCN.
Be accountable for audit findings specifically related to their area and formulate corrective action plans.

3. **PROPERTY TAGS**

All University property with a value of $500 or greater must be identified and tagged by Property Control with a numbered tag. Property must be tagged as soon as it is received by NEIU. If property is received and not tagged, it is the department’s financial manager’s responsibility to contact Property Control to have the property tagged. Departments should also tag property/moveable assets valued under $500 with a non-numbered “Property of Northeastern Illinois University” tag. These tags are available through Property Control.

4. **PROPERTY CHANGE NOTICE (PCN)**

Completing and submitting a **PCN** to Property Control is generally the first step in reporting any change to property attributes or location.

An **A PCN must be completed for:**
- donations
- interdepartmental transfers
- trade-ins
- obsolete, broken, or unserviceable equipment pickup
- lost or stolen property
- location changes

5. **LOST, MISSING OR STOLEN EQUIPMENT**

1. Immediately contact University Police to complete a police report.

2. Complete and submit a PCN. Type in the police report number in the justification section of the PCN.

6. **EQUIPMENT RELOCATION**

A **PCN must be completed and submitted to Property Control each time University property changes location.** This includes an internal move within the department and external moves to another department or to Property Control. It is the responsibility of the department moving the item to complete the PCN. Please state clearly on the PCN if the item needs to be moved; to where the item should be moved to; or if the item has already been moved. Departments should print a copy of the PCN for its records.

7. **BROKEN, OBSOLETE, OR UNWANTED EQUIPMENT**

A **PCN must be completed to have the item removed from the department inventory.** Only Property Control can authorize the removal or disposal of equipment.

Keys or broken parts, if any, should be included when turning in items to Property Control. Even if the item is broken or unusable, departments must complete a PCN and submit the item to Property Control.

University property cannot be thrown away or donated.

Unused equipment must not be removed from the University without notifying Property Control and completing a PCN.
8. **EQUIPMENT TRADE-INS**

Trade-Ins are typically items returned to vendors for replacement; for example, printers, monitors, cars, and trucks. A PCN must be completed and submitted to Property Control to document the transaction.

Contact Purchasing to arrange equipment returned to a vendor.

9. **GRANT FUNDED PROPERTY**

Equipment purchased from grant funding falls under specially administered procedures and may be subject to certain exemptions or exceptions. When purchasing items using grant funding, financial managers should observe the policies and procedures of the Controller’s Office, Department of Grant and Contract Administration regarding the reporting of any acquired assets.

The financial manager of the grant shall have a control system in place to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be reported, investigated and fully documented.

10. **HAZARDOUS MATERIAL**

Property Control does not handle or receive hazardous material. Please contact the Safety Coordinator in Facilities Management at x5240 for further instructions.

**NOTE:** Items containing or believed to contain hazardous material should not be moved until authorized by the Facilities Management Safety Coordinator.

11. **EMPLOYEE PERSONAL PROPERTY**

Employee personal property (purchased with employee funds) such as fans, space heaters, coffee makers, radios, etc., should be labeled:

**Personal Property of: ____________________**
**Phone or email: ________________________**

The University assumes no responsibility for these items.

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**HISTORY**

11/06/2013 – Revised; revised history with Fiscal Agent Handbook information
08/27/2013 – Revised; revised policy code number
01/19/2012 – Revised; entire revision to policy
12/10/2009 – Revised; reformatted document

Formerly Fiscal Agent Handbook:
- H1 – Property Change Notice, effective dated April 27, 2005
- H2 – Physical Inventory of Property, effective dated January 3, 2005
- H3 – Tagging University Property, effective dated January 2, 2005

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**APPENDIX**

Appendix A – [Property Change Notice Form (PCN)](https://www.neiu.edu/~finanaff/property_change_notice.html)

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**RELATED POLICIES, DOCUMENTS, AND LINKS**

Electronic Property Change Notice (PCN) – [www.neiu.edu/~finanaff/property_change_notice.html](http://www.neiu.edu/~finanaff/property_change_notice.html)
CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Control</td>
<td>(773) 442-5130</td>
<td><a href="mailto:Property-Control@neiu.edu">Property-Control@neiu.edu</a></td>
</tr>
</tbody>
</table>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
APPENDIX A – PROPERTY CHANGE NOTICE FORM (PCN)

![Image of the form](image_url)

### PROPERTY CHANGE NOTICE FORM (PCN)

**FROM**
ACCOUNT NAME AND NUMBER

**TO**
ACCOUNT NAME AND NUMBER

#### CHANGE OF ACCOUNTABILITY

**ADD:**
- [ ] DONATED
- [ ] INTER-DEPT TRANSFER
- [ ] SCRAP
- [ ] FOUNDATION
- [ ] SURPLUS
- [ ] MISSING
- [ ] CONSTRUCTED
- [ ] TRaded IN
- [ ] OTHER
- [ ] STOLEN REPORT TO SECURITY

**DEDUCT:**
- [ ] PERMANENT
- [ ] "OUT FOR REPAIR"
- [ ] TEMPORARY
- [ ] OTHER

Date of Move

#### CHANGE OF LOCATION

- [ ] PERMANENT
- [ ] "OUT FOR REPAIR"
- [ ] TEMPORARY
- [ ] OTHER

**TAG NUMBER**

<table>
<thead>
<tr>
<th>DESCRIPTION AND SERIAL NUMBER</th>
<th>FROM LOCATION</th>
<th>TO LOCATION</th>
<th>PROPERTY CONTROL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BUILDING</td>
<td>ROOM</td>
<td>BUILDING</td>
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</table>

**JUSTIFICATION**

![Image of justification](image_url)

**SIGNATURE**

![Image of signature](image_url)

**DATE**

![Image of date](image_url)

**PROPERTY CONTROL OFFICER’S SIGNATURE**

![Image of property control officer’s signature](image_url)

**DATE**

![Image of date](image_url)

**DISTRIBUTION:** PROPERTY CONTROL

![Image of distribution](image_url)