

# H1: Property Change Notice

Effective Date: 4/27/05

Prior Date: 1/03/05

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## Purpose and Scope

The on-line *Property Change Notice* (1050-1) enables Property Control to maintain status and location information required to effectively control all University property.

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## Authority & Responsibility

### 1. Fiscal Agents:

- a. Submit to Property Control, via the online *Property Change Notice* (1050-1), changes in property location and status.
- b. Indicate whether or not there is any hazardous material contained on or within the equipment to be relocated.
- c. Certify the safe disposition of the hazardous material.
- d. Notify Property Control of any obsolete, broken or unserviceable equipment, furniture or other property.
- e. Notify Property Control and Public Safety of any stolen equipment, furniture or other property.

### 2. Property Control:

- a. Takes, in conformity with DCMS guidelines, the necessary steps toward the timely disposal and write-off of obsolete, broken or unserviceable equipment.
- b. Submits equipment move requests to Facilities Management who will schedule a date to move all equipment to the appropriate location.
- c. Submits status changes to General Accounting.

### 3. General Accounting inputs all maintenance and updates to the University Property Control System.

### 4. The Director of Auxiliary Services and the Director of Financial Affairs/Controller advises the Controller's Office Procedure and Systems Analyst whenever changes to this procedure occur.

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## References

1. *Fiscal Agent Handbook* - [M38: Web Property Change Notice, 1050-1](#)
2. Disposal of Scientific Equipment and Equipment containing Hazardous Material (AUG 05).
3. [State Property Control Act](#)

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## Definitions

DCMS: the Department of Central Management Services

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## Approval Criteria

Required approvals for the various types of property change transactions are:

	<b>Change Description</b>	<b>Required Approval</b>
ADD:	Donated Constructed Previously unreported	Fiscal agent with confirmation by Property Control
DEDUCT:	Surplus Trade-in Scrap	Fiscal agent with confirmation by Property Control and DCMS
DEDUCT:	Lost or stolen* Inter-department	Fiscal agent with confirmation by Property Control
Off-campus use		Per <a href="#">Off Campus Equipment Use Contract (1112)</a>
Change of Fiscal Agent		New/old fiscal agent or Dean/Vice President if old fiscal agent is unavailable
Other		As required

\*Fiscal agents must report stolen property to Public Safety.

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## Update Actions

### 1. Change of accountability - add transactions:

Inventory transactions such as donations, constructed units and previously unreported items must be reported on a *Property Change Notice* by the fiscal agent. These transaction types are handled as new property acquisitions. Valuation is determined as a result of appraisal, fair market price, and/or cost plus basis. All donations must be reported to the University Foundation

### 2. Change of accountability - deduct transactions:

- a. Interdepartmental transfer transactions are processed on a *Property Change Notice* initiated by the transferring fiscal agent.
- b. Surplus property transactions are reported on a *Property Change Notice* initiated by the fiscal agent. Serviceable property in the category of utility office furniture and equipment regardless of the per-unit dollar value will be transferred to Property Control so that it can be made available to the University community.
- c. Trade-in transactions must be submitted on a *Property Change Notice*. Pertinent descriptive details such as tag number, serial number, model description and anticipated trade-in value should be stated on the document. New purchase data should also be posted; i.e., *Purchase Order* number, vendor name, item description, price, etc.
- d. Scrap transactions for the disposal of unserviceable or obsolete property must be submitted on a *Property Change Notice*. Pertinent descriptive details such as tag number, serial number, and model description should be stated on the document.
- e. The user department immediately notifies Property Control of any obsolete, broken or unserviceable equipment. In conformity with DCMS guidelines, Property Control takes the necessary steps toward the timely disposal and write-off of such equipment.
- f. Lost or stolen property must be reported *IMMEDIATELY* to Public Safety. The fiscal agent must submit a *Property Change Notice* to the Property Control. Public Safety investigates the incident, prepares a written report, and forwards the document to Property Control and the Director of Auxiliaries and Procurement Services for insurance purposes.
- g. All other transactions must be reported on a *Property Change Notice* and handled on an "ad hoc" basis between the fiscal agent and Property Control.

### 3. Change of location transactions:

- a. Location change transactions within the University are initiated by the fiscal agent on a *Property Change Notice*. The document is forwarded to Property Control so that the necessary monitoring actions can be set in motion.

Should the fiscal agent require assistance in physically moving the equipment, this requirement should be reflected on the *Property Change Notice*. Property Control will contact Facilities Management who coordinates the move with the fiscal agent. Facilities Management advises Property Control when the move has been completed. (Under no circumstances should equipment be moved to the Property Control Area by the department disposing of equipment.) The move will then be audited.

Location change transactions of University property are initiated by the affected fiscal agent on an *Off-Campus Equipment Use Contract* (see [H4: Off Campus Use of Property](#)).

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## Equipment Containing Hazardous Material

1. Disposition of the hazardous material is the fiscal responsibility of the office disposing of the equipment.
2. All scientific equipment, equipment containing hazardous materials or equipment believed to contain hazardous materials must be certified by the office disposing of the equipment that it no longer contains hazardous materials and is safe for disposal.
  - a. Certification, if handled by an outside vendor, is the responsibility of the department disposing of the equipment.
  - b. Certification by an employee, must state:
    - i. the description of the hazardous material removed,
    - ii. who removed the hazardous material (must be an employee certified to handle such material), and
    - iii. Where the hazardous material was sent.
  - c. The certification, although not required to accompany the *Property Change Notice*, must remain available for inspection at all times in the office.

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## Form Acquisition

The Web *Property Change Notice* (1050-1) is prepared on-line and submitted to Property Control from the On-line Forms section of the Controller's Office Resources web site at: [www.neiu.edu/~finanaff](http://www.neiu.edu/~finanaff) .

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## Facsimile

Property Change Notice

\*Required Fields

\*Date:

\*From: (account name and number)

\*To: (account name and number/address)

\*Change of Accountability  
 Intra-Dept Transfer    Missing    Surplus    Stolen

\*Change of Location  
 To Be Moved    Already Moved   Date of Move

\*Items contain hazardous materials    Yes    No  
I certify that the hazardous materials have been properly removed    Yes    No

Tag Number	*Description and Serial No.	*From Location		*To Location	
		Building	Room	Building	Room

\*Justification

\*Fiscal Agent

If you want a copy of this form for your files, print or save to a file before you submit this request.

 

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## Questions

Questions should be emailed to the [Property Control Supervisor](#) , X5132.

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