

<b>Volume F1:</b> Finance and Administration	<b>F1.09.1</b> <b>Property Control</b>  <b>Effective Date:</b> 02/01/2009 <b>Last Revised:</b> 06/26/2023	<b>Responsible Office:</b> Property Control
<b>Chapter 09:</b> Property Control		<b>Responsible Officer:</b> Property Control Manager

## POLICY STATEMENT

Northeastern Illinois University (“University”) is required to maintain an accurate database of its movable assets. The database is the official record of asset location and attribute information and is used for mandatory reporting to Central Management Services (CMS) for the State’s physical assets.

## PURPOSE OF THE POLICY

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

## WHO IS AFFECTED BY THIS POLICY

University students, faculty and staff, and anyone with an official University affiliation.

## DEFINITIONS

**Gross Negligence** – The failure to exercise reasonable and proper care for University property.

**High Theft/High Risk Assets:** items designated by the State through the Joint Committee on Administrative Rules (JCAR) guidance or through risk assessment processes that determine that the loss or theft of the asset(s) could potentially be a substantial risk to the university. Examples are electronic devices that may retain sensitive data or could provide access to the university network if they are not secured properly. These items may be useful, because they are likely to be stolen or have a resale value that makes them desirable for thieves to pursue the item. (examples would include: laptops, electronic tablets, servers storing electronic data, automobiles, and guns.)

**Inventory Manager** – designated person responsible for maintaining a unit’s inventory records. When possible, each unit will have a Primary and a Secondary Inventory Manager. Financial Managers can fill one of the roles and/or designate someone else when necessary. Financial Managers have the ultimate responsibility over property purchased with funds they administer.

**Inventory Database** – Online database application that serves as the primary tool used to track and keep unit inventory information for those assets with numeric “Property of NEIU” tags.

**Assets** - equipment items that are tangible, movable or fixed units of furniture or furnishings, instruments, machines, and apparatus, or a set of articles which generally retains its original shape and appearance with use, has a normal useful life of more than a year, is non-consumable, and does not lose its identity through incorporation into a different or more complex unit or substance.



**Inventoried Assets** - University property that can be moved. Assets are inventoried when a) the Net Book Value (NBV) greater than the nominal value as set by the State of Illinois and/or b) the asset is considered High Risk of Theft. University property is tagged, and inventoried as per State of Illinois Property Control Act (30 IL 605). The numeric tags contain a passive RFID antenna, a 2D barcode, and a 6-digit human readable number

**Off Campus or Off Site** - Anywhere other than the main University campus located at 5500 N. St. Louis Avenue and all University locations, including: El Centro, Carruthers Center for Inner City Studies (CCICS), and the University Center of Lake County.

**Property Change Notice (PCN)** – Online form used to request non-numerically tagged asset(s) be relocated.

**Tag** – A numeric or non-numeric label that is affixed to University movable assets.

**Transfers** – The process by which inventoried assets (with numeric tags) are recorded when they are relocated or reassigned.

**Nominal value** - The value of an item as defined by Section 6.02 of the State Property Control Act.

**Net Book Value (NBV)** - The cost of an asset plus any additional charges related to the purchase of it.

## REGULATIONS

30 ILCS 605/ [State Property Control Act](#)  
[JCAR Administrative Code Title 44, Chapter I, Section 5010](#)

All University property is to be used for official business of the agency.

Property Control is the sole authority at the University and administrator of University-owned assets and property. Only Property Control may remove or dispose of any University property.

### I. MARKING OF UNIVERSITY PROPERTY

- A. All University property with a NBV greater than the nominal value, or high theft items, must be identified and tagged with a “numeric NEIU tag/sticker”, and all University property of nominal value or less must be identified and tagged with a non-numeric “Property of NEIU” tags/stickers.
- B. All assets and property received must be immediately inspected for proper tagging and marking. If assets or property are received and not tagged, the unit’s Inventory Manager must contact Property Control to coordinate the tagging of the property.
- C. An item, such as equipment with a value that is equal or less than the nominal value but is considered an item subject to theft, must be marked with a numeric tag. Items that are subject to theft are computers (desktop and laptop), tablets, (this does not include leased phones), vehicles and firearms belonging to the university. Alternate tracking of leased phones occurs by the Information Technology Department.
- D. Property of nominal value will not be inventoried, but will be tagged with a non-numeric sticker. Units are responsible for ensuring this property is not subject to theft.

### II. INVENTORY OF UNIVERSITY PROPERTY

- A. All numerically tagged assets are maintained in the University’s electronic inventory system.



- B. All Inventory Managers are required to use the electronic inventory system to:
1. View their inventory lists
  2. Change the location of tagged property
  3. Report lost or stolen items
  4. Transfer and receive property to/from other units
  5. Update changes to inventory lists
  6. Complete the University's required annual inventory certification

### **Annual Inventory Certification**

All University units are required to assist with the annual inventory in accordance with State rules and University procedures. When possible, each unit should have a primary and secondary Inventory Manager. The purposes of having two Inventory Managers per unit are: 1) to keep communication with each department throughout each inventory cycle, and 2) to make sure that a single person in each unit does not have total control over the assets. Inventory Managers must validate the accuracy of their inventory or assist in the reconciliation process.

### **Relocation of University Property**

Inventory Manager must request a Transfer via email, for any inventoried assets changing units. Requests must be submitted to [property-control@neu.edu](mailto:property-control@neu.edu) and must include a spreadsheet with the tag number, asset name, manufacturer, model, serial number (when available) and location. It should also include the name of the unit that is receiving the property. Transfers to more than one unit will need separate spreadsheets, one per receiving unit. Spreadsheets can be created and downloaded from the database. When performing the transfer, property control will assign the assets to the unit's main office. The receiving unit's Inventory Manager will then update the user and location accordingly for each asset in the transfer.

Inventory Managers will need to do a location update for any inventoried assets staying within the same department but changing locations. Asset location updates must be made with one of the mobile devices available for check out from the Office of Property Control.

Non-inventoried property that needs to move to another location and/or department will have to be listed in a Property Change Notice form.

### **Use of University Property Off-site**

All University property is assigned to a specific unit or location. Inventory Managers are responsible for authorizing and monitoring University property used off-site, except for electronic equipment. Electronic equipment such as laptop computers, digital cameras, etc., for use off-site must be authorized by the Help Desk in University Technology Services. This is done by completing a Mobile Device Form indicating the details of the asset to be used off campus. This form is to be completed whenever a mobile device is assigned to an individual. A new form should be completed each time an individual upgrades or receives a new device.

### **Lost, Missing, or Stolen Property**

All individuals are responsible for reporting lost, missing or stolen property to their Inventory Manager. Inventory Managers must report lost or missing items in the University's inventory database and provide the police report number to Property Control.

Staff must report stolen property to the nearest municipal police department as soon as possible from the time the incident happened.



Lost or missing items must also be reported to University Police as soon as possible.

Additionally, the IT Helpdesk must be contacted immediately if a mobile device (computer, tablet, or hard drive) is lost or stolen. Please refer to the NEIU Electronic Data Erasure policy.

### **Broken, Obsolete, or Unwanted Property**

Inventory Managers must initiate a transfer (see **Relocation of University Property**) to have broken, obsolete, or unwanted property removed. Keys, broken parts, and the like must be included with property to be removed.

Inventory Managers must return computers, laptops, mobile devices, monitors, and related electronic equipment to the Help Desk, and update the University's Inventory Database accordingly. The Help Desk will coordinate with Property Control to determine when these assets will be surplus, or whether they can be reimaged, cannibalized or used elsewhere in the University. If items are to be surplus, the Help Desk will ensure drives are appropriately wiped or destroyed.

### **Property Trade-ins or Exchanges**

Inventory Managers must request a transfer to the Office of Property Control. Vendor documents and trade-in agreements, and Purchase Order number for the new property must be submitted to Property Control before the time the property to be returned or exchanged is removed. Property is not to be exchanged with the adequate approval from Property Control and Central Management Services.

### **Reassignment of computers and mobile devices**

Whenever an electronic device is to be reassigned to a new individual it is to be sent to the Help Desk to be wiped and reimaged for the new employee or user. This is to occur regardless if the machine is staying within the same department.

### **Property of Nominal Value**

Equipment with an acquisition value of less than the nominal value that is not subject to theft is not subject to reporting; however, agencies will be responsible for establishing and maintaining internal control over these items.

## **III. GRANT FUNDED PROPERTY**

- A. Property purchased using grant funding is subject to the same tagging requirements as items purchased with other funds.
- B. Program Directors/Principal Investigators shall have a control system in place to ensure adequate safeguards to prevent loss, damage, or theft of the property.
- C. Any loss, damage, or theft of property shall be reported, investigated, and fully documented.
- D. Items purchased with grant funds intended for students to retain will need to be specified in the grant documents or other documents from the funder(s). Items approved for students to keep will not need to be tagged or marked.

## **IV. FOUNDATION FUNDED PROPERTY**

- A. All property purchased with Foundation Funds are required to the same tagging requirements as items purchased with other funds.



## V. DONATED/GIFTED PROPERTY OR ASSETS

- A. All property donated/gifted to the University is required to the same tagging requirements as items purchased with other funds.

## VI. HAZARDOUS MATERIAL

- A. Property Control does not handle or receive hazardous materials.
- B. Inventory Managers should contact the University's Safety Officer for guidance on handling and moving property containing hazardous materials?

## VII. NEGLIGENCE AND SANCTIONS

- A. All University students, employees, affiliates and contractors are responsible for the proper care and use of University owned property.
- B. The University reserves the right to impose sanctions on individuals who demonstrate negligence when using University property up to and including:
  - 1. Reimbursement for damage or theft of property
  - 2. Suspension or removal from the University in accordance with University rules and agreements
  - 3. Arrest and/or prosecution

## VIII. PERSONAL PROPERTY

- A. The University is not responsible for nor will inventory personal property not purchased with state, grant or foundation funds. Personal property used by employees should be labeled as noted below.

## PROCEDURES

University students and employees will ensure adherence to the training and procedural rules and directives outlined within the Regulations section of this policy.

### Hazardous Materials

Contact the Safety/Environmental Compliance Associate for further instruction when encountering any hazardous materials.

### Personal Property

Employees will label personal property that they bring to their workstations as "Personal property of: \_\_\_\_\_" and include an email address or contact number.

## GUIDELINES

This policy may be updated from time-to-time to reflect regulatory and administrative rules changes with appropriate notice to the University community.



**AUTHOR REFERENCE**

Reclassified from G2.02.2 Property Control Policy  
 P.A. 102-1119, eff. 1-23-23

**HISTORY**

- 06/26/2023 – completed 30-day public comment period
- 04/07/2023 - completed third round of internal review
- 08/01/2021 - Revised; revised policy format and content. Transferred from G2 to F1
- 06/07/2019 – Revised equipment reporting threshold to comply with 30 ILCS 605/6.02
- 05/20/2017 – Revised and updated policy with new database instructions
- 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
- H4 – Off Campus Use of Personal Electronic Devices, effective dated April 27, 2005
- H7 – Use of University Property, effective dated January 3, 2005
- H11 – Overview of Property Control, effective dated September 8, 1997

**APPENDICES**

- A. Property Change Notice (PCN): Located on [NEIUport](#), under “Employee Forms”
- B. Laptop Agreement including Off-Campus Use

**RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL**

- RFTTrack RFID Tracking software by InLogic  
<https://neiu.rftrack.com/Login.aspx?ReturnUrl=%2fdefault.aspx> (**NOTE:** This link may change without prior notice. Please contact Property Control if link does not work.)
- [University Policy G1.3 Reporting and Filing Insurance Claims](#)
- [University Policy E2.2 Hazard Communication Program](#)
- Key Control Policy
- [University Policy I1.02.7 Electronic Data Erasure](#)

**CONTACT INFORMATION**

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Property Control	773-442-5130	Property-Control@neiu.edu



Property Control  
F1.09.1  
Effective date: 02/01/2009  
Last Revised: 06/26/2023

Responsible Office: Property Control

Responsible Officer: Property Control Mgr.

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## 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 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

2/7/23, 3:57 PM

Untitled

**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.**





**APPENDIX B – Laptop Form**



**Laptop Equipment Agreement incl. Off-Campus Use**

EMPLOYEE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ OFFICE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ PROPERTY LISTED UNDER ACCOUNT NAME: \_\_\_\_\_

The following equipment (Property of Northeastern Illinois University) has been assigned to me for use during my employment at NEIU. I understand and agree that I am financially responsible for this equipment while in my possession and will return the equipment to the University when it is no longer needed or when I leave employment at the University. I also agree to use this equipment for the University business only, and will not use it for any use in violation of state or University policies. I understand that this agreement grants me the privilege to use the listed equipment off campus.

Description	Serial No.	State ID Tag No.	Date Assigned	Date Returned

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF H.E.L.P. TECHNICIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING FORM:**

1. Complete all requested information.
2. Send completed form to Property Control. Form may be filled out and filed electronically as found in the "FORMS" section of the Controller's Office.
3. Upon any changes regarding information in this agreement, Property Control must be contacted and changes made in accordance with Property Control procedures.
4. Upon termination of this agreement, all equipment assigned by this agreement must be returned to the H.E.L.P. Desk and a copy of this form, showing that all equipment has been returned and the dates which they were returned, sent to Property Control.
5. It is the responsibility of the H.E.L.P. Desk to either reassign this equipment in accordance with the procedures outlined in this agreement, or return the equipment to Property Control with a Property Control Change form.

The equipment listed above has been returned to the above department or Property Control for reassignment.

DATE: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_ H.E.L.P. DESK DESIGNEE: \_\_\_\_\_

**PROPERTY CONTROL USE:**

DATE RECEIVED: \_\_\_\_\_ RECONCILED WITH SYSTEM: \_\_\_\_\_ DISK WIPE: \_\_\_\_\_

EQUIPMENT CONDITION: \_\_\_\_\_ REASSIGNED WITHIN DEPARTMENT: \_\_\_\_\_