

Volume G2: General Administrative	G2.02.2 Property Control Effective Date: 02/01/2009 Last Revised: 06/07/2019	Responsible Office: Property Control
Chapter 02: Auxiliary Services		Responsible Officer: Property Control Manager

POLICY STATEMENT

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

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 attributes of movable assets.

WHO IS AFFECTED BY THIS POLICY

University Faculty, Staff, and Students.

DEFINITIONS

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

Inventory Manager – Dedicated person responsible for maintaining a department's inventory records. Most often the Department's Financial Manager but also can be someone designated by the Financial Manager to fill this role. Financial Managers have the ultimate responsibility over property purchased with funds they administer.

Inventory Database (InCircuit Database) – Online database (product of Assetworks named either Asset Management Platform (AMP) or InCircuit); serves as the primary tool used to track and keep departmental inventory information for those assets with numeric Property of NEIU tags/stickers.

Movable Assets - University property that can be moved, is tagged, and inventoried as per State of Illinois Property Control Act (30 IL 605).

Off Campus - 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), Center for College Access and Success (CCAS), 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 assets are recorded when they are relocated or reassigned.



REGULATIONS

30 ILCS 605/ [State Property Control Act](#)

Property Control "Title 44 – JCAR Administration Code" administered by DCMS:
<http://www.ilga.gov/commission/jcar/admincode/044/044parts.html>

Financial Managers have the ultimate responsibility over property purchased with funds they administer.

INVENTORY MANAGER RESPONSIBILITIES

- Implement internal controls and procedures to account for University movable assets.
- Interact with the Inventory database to keep an accurate record of the department's inventory.
- Notify Property Control when property is received so it can be identified for tagging.
- Alert Property Control when property tags have been removed or damaged.
- Contact Property Control to report lost/missing and/or stolen property.
- Inform Property Control of all asset location changes using the Inventory database or PCN, as outlined in the Procedures section below.
- Complete the Annual Inventory Certification of all departmental movable assets with numeric Property of NEIU tags/stickers.
- Ensure all deadlines are met.
- Certify accuracy of inventory by signing property control documents.
- Be accountable for Audit findings specifically related to their area and formulate corrective action plans.

PROCEDURES

ANNUAL INVENTORY CERTIFICATION

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

- Departmental inventories will be conducted annually and each Inventory Manager must submit Inventory Certification Documents. During the certification, Inventory Managers are responsible for meeting assigned deadlines.
- Inventory Managers have access to the Incircuit, online database, to review their department inventory. A manual on how to use the database is available on the Employee Resources channel on *NEIUport*.
- Inventory Managers are responsible for completing transfers to correct any location discrepancies and report any lost/missing and/or stolen assets to Property Control.

PROPERTY TAGS

All University property valued at \$1,000 or greater must be identified and tagged with "numeric NEIU tag/sticker", and all University property valued less than \$1,000 must be identified and tagged with non-numeric "Property of NEIU" tags/stickers.

- Movable assets valued over \$1,000 must be tagged by Property Control as soon as received by NEIU. If assets are received and not tagged, it is the department's Inventory Manager's responsibility to contact Property Control to coordinate the tagging of the property.
- Departments are responsible for tagging assets with values under \$1,000 with a non-numeric "Property of NEIU" tag/sticker available through Property Control.
- Departments may attach additional identification to assets for internal departmental tracking purposes.



INVENTORY DATABASE

For all numerically tagged assets, Inventory Managers use the InCircuit Database to change location information, initiate transfers of assets to other departments, and to receive assets that are being transferred from another department.

- User credentials are provided by Property Control and assistance with the database is available through Property Control, when needed.
- Inventory Managers are required to use the Inventory Database to correctly submit any changes to their departmental inventory.
- Use of the database is required to complete the Annual Inventory Certification.

PROPERTY CHANGE NOTICE (PCN)

A PCN must be completed for:

- Relocating movable assets with a value less than \$500 that do NOT have a “numeric” NEIU property tag.
- Donations received by the University.
- Trade – Ins.
- Lost/Stolen Property.

LOST, MISSING, OR STOLEN PROPERTY

- LOST OR MISSING ITEMS
 - Report as missing in the inventory database.
 - Contact Property Control for further instructions.
- STOLEN PROPERTY
 - Immediately contact University Police to complete a police report.
 - Complete and submit a PCN. Provide the police report number within the “justifications” section of the PCN.

PROPERTY RELOCATION

A transfer must be initiated or a PCN must be submitted to Property Control each time University property changes location.

- This includes internal moves within the department and external moves to another department or to Property Control.
- It is the responsibility of the department moving the asset to initiate a transfer and for the receiving department to accept the transfer.
- Numerically tagged property worth \$500 or greater is to be transferred via the InCircuit Database.
- Property worth less than \$500 with a non-numeric NEIU tag/sticker is to be transferred using a PCN.
 - Clearly state if the asset needs to be moved/removed; to where the asset will be relocated; or if the asset has already been moved.
 - Departments should print a copy of the PCN for their records.

USE OF UNIVERSITY PROPERTY “OFF CAMPUS”

University property may be taken off campus only for conduct of official University business.

- Inventory managers are responsible for authorizing and tracking all property taken off campus except for electronic equipment as outlined below.
- The University Help Desk oversees the off-campus use of laptop computers, digital cameras, and other personal electronic devices and equipment.



- The equipment is released to a requestor upon completion of the Laptop Equipment Agreement incl. Off-Campus Use form.
 - The Signed agreement will be valid until the equipment is returned to the department for reassignment or returned to the University Help Desk.
 - Upon receipt of replacement devices, a new contract must be filed with the University Help Desk.
 - The user, by signing the form, agrees to take full responsibility for the equipment and is financially responsible for the equipment.

BROKEN, OBSOLETE, OR UNWANTED PROPERTY

University property **CANNOT** be sold, thrown away, or donated. **Only** Property Control can authorize the removal or disposal of property.

- A transfer must be completed/initiated to have the items removed from the department inventory.
 - Keys or broken parts, if any, should be included when transferring items to Property Control.
- Unused or broken property must not be removed from the University without notifying Property Control and submitting required documents.
- Employees are expected to properly utilize and safeguard University property.
 - Employees are personally responsible for reimbursing the University for property lost or damaged through gross negligence. Cases where gross negligence has occurred will be directed to the University's Risk Manager.

PROPERTY TRADE – INS

Trade-Ins are typically items returned to vendors for replacement; for example, printers, monitors, cars/trucks, etc...

- A transfer must be completed to document the transaction.
- Vendor documents and trade-in agreement documents must be submitted to Property Control.

GRANT FUNDED PROPERTY

Property purchased from grant funding falls under specially administered procedures and may be subject to certain exceptions.

- Items purchased with grant funds are subject to the same tagging requirements as items purchased with other funds (See Property Tags section above).
- When purchasing items using grant funds, the Grant's Program Director/Principal Investigator (PD/PI) should observe the policies and procedures of the Controller's Office Department, and the Department of Grant and Contract Administration regarding the reporting of any acquired assets.
- The PD/PI of the grant shall have a control system in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property.
 - Any loss, damage, or theft of property shall be reported, investigated, and fully documented.

HAZARDOUS MATERIAL

Property Control does not handle or receive hazardous material.

- Financial/Inventory Managers are to contact the Safety Coordinator in Facilities Management x5240 for further instructions.
- Items containing or believed to contain hazardous material **should not be moved** until authorized by the Facilities Management Safety Coordinator.



EMPLOYEE PERSONAL PROPERTY

The University assumes no responsibility for these items.

- Employee personal property (purchased with employee personal funds & not reimbursed by the University) such as fans, space heaters, coffee makers, radios, etc... should be labeled:

Personal Property of: _____
Phone or email: _____

HISTORY

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

APPENDIX

- Property Change Notice (PCN): Located on [NEIUport](#), under “Employee Forms”
- Laptop Agreement incl. Off-Campus Use (Available under “Technology Applications” on the [NEIU Document Server](#) or from the HELP Desk)

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

- [InCircuit/Assetworks User Guide](#)
- Assetworks InCircuit Database (AMP Asset Mgmt. Platform)
<http://ams5.incircuit.com/eams2/f?p=1010:101> (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](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

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

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

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 EQUIPMENT AGREEMENT INCL. OFF-CAMPUS USE



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: _____