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EXECUTIVE SUMMARY

This manual delineates the Government Property (GP) Control System for the University of Alabama in Huntsville (UAH). It covers in detail the responsibilities of all employees having any connection with GP located at or procured by UAH. The following GP Summary delineates the important points of the manual.

GP Summary

WHO - All UAH personnel having any connection with GP located at or procured by UAH

1. Principal Investigator (PI). The person primarily responsible for and accountable for GP used on or acquired through his/her contract or grant.

2. Director, Office of Sponsored Programs (DOSP). The UAH Office of Sponsored Programs (OSP) person through whom all documentation for property acquired under a contract for sponsored research is processed.

3. Manager, Inventory/Material Control (MMCPI). The person in the Central Shipping and Receiving (CRS) office through whom all property is shipped, received, tagged, and inventoried.

WHAT - All property loaned by the government or acquired under a contract or grant must be processed through the Office of Sponsored Programs for the following:

1. Compliance with the contract and agency.

2. Approval by the Contracting Officer.

3. Screening by the agency. (Checking organization inventories for existing available items.)

4. Coding of requisitions as to the proper accounting code and determination of ownership.

5. Coordination with the MMCPI for tagging and inventory control.

6. Screening of UAH inventory

WHEN - The Office of Sponsored Programs will process documentation for equipment when

1. The requisition is submitted for purchase.

2. The loaned property is shipped or received.
WHY – OSP is charged with the responsibility to protect the University by ascertaining that all Federal Regulations regarding GP are being followed.

Points of Information

1. Equipment is defined as having a cost of $5000 more and a life span of one year or more.

2. General purpose equipment cannot be purchased from contract funds except under special circumstances.

3. All equipment purchases must have agency approval.

4. Certain equipment purchases must be screened. (See section II.B.2.)

5. All property must be processed through the MMCPI (in Central Receiving and Inventory Control) and through the Office of Sponsored Programs.

6. The Principal Investigator is responsible for the maintenance, care and accountability of the equipment on his/her contract.

7. The Principal Investigator is responsible for all equipment loaned to or purchased by subcontractors on his/her contract.

8. All lost, stolen or damaged GP must be reported immediately to the Office of Sponsored Programs.
I. GENERAL

A. Introduction

This manual delineates the Government Property Control System established by The University of Alabama in Huntsville (UAH) to "control, protect, preserve, and maintain all Government Property" in its possession or under its control. The requirement for this system is set forth in the Federal Acquisition Regulation (FAR), Subpart 45.5. Educational institutions are also governed by the Office of Management and Budget (OMB) Circulars A-21, A-110 and A-133. The Government Property Control System is reviewed and approved in writing by the assigned GPA who is located at the Department of the Navy, of Naval Research (ONR), Atlanta, Georgia.

This manual for the UAH Government Property Control System contains policies, procedures and detailed instructions for meeting the minimum requirements set forth in FAR45.5. Also, each contract and grant specifics its own property control requirements. If there is any inconsistency between the FAR and the terms of the contract/grant, the terms of the contract/grant shall govern. UAH also holds a facilities contract with the National Aeronautics and Space Administration (NASA). These procedures do not apply to hardware placed on a rocket or spacecraft.

B. Scope and Authority

All UAH personnel having any connection with GP will adhere to the policies and control procedures of the UAH Government Property Control System. This particularly applies to the Principal Investigator for each contract/grant, who is ultimately accountable for any property acquired or furnished under the contract/grant. It also applies to any employee paid by the contract/grant, and all personnel in the offices of Research, Office of Sponsored Programs, Purchasing, Accounting, Inventory Control, and Central Shipping and Receiving, who handle documentation for the property.

C. Definitions: See Appendix A

D. Delegation of Authority

1. Vice President for Research

The Vice President for Research is authorized, on behalf of the Board of Trustees and the President of UAH, to negotiate and sign contracts/grants for research, therefore, he/she is accountable for the Government Property Control System.
2. Associate Vice President for Research

The Associate Vice President for Research is delegated by the Vice President for Research for the accountability of the Government Property Control System. He/She is authorized on behalf of the Board of Trustees and the President of UAH to negotiate and sign contracts/grants for research.

3. Director, Office of Sponsored Programs

The Director, Office of Sponsored Programs is designated as GPA for UAH by the Associate Vice President for Research and is delegated the responsibility for implementing the UAH Government Property Control System. He/She is authorized on behalf of the Board of Trustees and the President of UAH to negotiate and sign contracts/grants for research.

4. Government Property Administrator (GPA)

The GPA is delegated by the Director, Office of Sponsored Programs and is responsible for developing, implementing, and maintaining the Government Property Control System for UAH. He/She will take appropriate action to insure that all UAH personnel are aware of and comply with regulations set forth in the Government Property Control System Manual and in each contract/grant. This responsibility includes timely submission of required reports and coordination of all related activities required by Government regulation. GP Administration is an extension of the activities of the Office of Sponsored Programs which will act as the point-of-contact with the agencies’ contracting officers. The GPA is authorized to sign, under his/her own name and title, all documentation for GP including the acceptance of title to GP transferred to the University.

5. Director, Purchasing Services

Except for responsibilities delegated herein, the Purchasing Agent is responsible, in accordance with State and Federal regulations, for all materials functions relating to facilities, equipment, and materials located at UAH. This includes the development, implementation, and maintenance of a computerized inventory control system that meets the minimum requirements of the Federal Government as stated in FAR45.505 (See Appendix B for description of the Inventory Control Procedure).

6. Manager, Material Control/Property Inventory

The MMCPI will be responsible for tagging of all Contractor Acquired and Government Furnished Equipment (GFE) according to procedures established by the FAR and by State regulation. He/She or a designate will also enter and maintain accurate data in the computerized inventory control system, and will
help in physically locating all GP when required. He/She or a designate will assist the GPA in accounting for all property during property surveys by the Federal Government and will report to the GPA any discrepancies in the location of or accounting for GP.

7. **Principal Investigator (PI)**

The Principal Investigator, or his/her designee, is responsible for compliance with this manual and all terms and conditions of his/her contract/grant. He/She is ultimately accountable for the correct procurement, use, calibration, and disposition of GP acquired or furnished under the contract/grant, and will be responsible for physically locating the Property when required.

8. **Other Materials Control Personnel**

Other Materials Control Personnel such as those involved in receiving, shipping, purchasing, etc., will comply with the requirements of this manual when it applies to their duties and responsibilities.

9. **Administrative Contracting Officer (ACO)**

The Administrative Contracting Officer, who is assigned by the Federal Government, may also act as PA.

10. **Property Administrator (PA)**

The PA is the authorized person assigned by the Government to administer the contract requirement and obligations relating to GP.

**E. Facilities Contracts**

Facilities contracts are awarded when the agency determines the need, as established in FAR 45.302. "Non-profit institutions of higher education whose primary purpose is the conduct of scientific research" are referenced in FAR 45.302-1(d)(1) and 45.302-7. Facilities are also addressed in FAR 52.245-7 and FAR 52.245-12 through 52.245-15.

"Facilities" is defined as all property provided under the Facilities Contract. "Related Contract" means a Government Contract or subcontract for supplies or services under which the use of the facilities is or may be authorized. (See Definitions Appendix A) A facilities contract is awarded for five (5) years, but may be extended for completion of "related contracts".

The Government retains title to all GFP unless otherwise specified. This applies even if the "facilities are incorporated into property not owned by the Government. The "facilities" may be used only at the locations specified in the
Schedule. With written approval of the contracting officer, the "facilities" may be used at other locations.

The University shall maintain property control procedures and records and a system of identification of the facilities in accordance with FAR45.5. The University shall perform normal maintenance except as otherwise provided in the Schedule.

The University or the Contracting may terminate its authority to use any or all of the facilities at any time. Disposal of the facilities upon written notice is addressed in FAR52.245-7 and Liability is referenced in 52.245-8.

**UAH POLICY** is as follows:

Property which is accountable under a facilities contract will be accepted by the GPA with proper documentation from the agency. It will be received, tagged, and logged into the GP System by the MMCPI, and located in the area designated by the Schedule. The inventory system will reflect the specific location including building and room and the responsible person. The property will not be moved, loaned or otherwise disposed of without the knowledge and approval of the GPA who in turn will determine if agency approval is necessary. The MMCPI will also be informed and will make the necessary changes in the Government property Control Inventory System.

F. Office of Management and Budget (OMB) Circular A-21

OMB CircularA021 establishes principles for determining costs applicable to grants, contracts and other agreements with educational institutions.

1. OMB A-21 establishes the following definitions:

   a. Equipment: An article of non expendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes or $5000.

   b. Capital expenditure: Cost of the asset, including cost to put it in place.

   c. Special purpose equipment: Equipment which is used only for research, medical, scientific, or other technical activities.

   d. General Purpose Equipment: Equipment, the use of which is not limited only to research, medical, scientific or other technical activities.

For University purposes, the item must have a useful life of at least one year
and an acquisition cost of at least $5000

2. Rules established by OMB A-21 (Summary):
   a. Capital expenditures for general purpose equipment, buildings and land must be approved in advance.
   b. Capital expenditures for special purpose equipment must have approval in advance.
   c. Capital expenditures for improvements must be approved in advance.
   d. Maintenance and repair costs are generally allowed.
   e. Material is usually considered to be those items not meeting the criteria for equipment; this means the item is under $5000 or has a useful life of less than one year.
   f. Rental costs are usually allowed if approved in advance.

G. State of Alabama and UAH Policy

See Appendix B.

II. ACQUISITION OF PROPERTY

A. Grants

Requisitions prepared by the PI and accompanied by Form RA 97-01 will be submitted through the Office of Sponsored Programs for purchase of equipment or property under a grant. NASA requires approval by the Grant Officer for any purchase over $5,000, but is considered approved if specifically identified in the grant proposal. Other agencies may not have a dollar threshold and may require approval by the Grant Officer regardless of cost for any purchase even if it is specifically identified in the grant proposal. Approval is not required for items considered "Exempt Property" as described in OMB Circular A-110 section 74.2, Definitions. All letters requesting approval will be issued by the Office of Sponsored Programs. Title vests in the University in most cases, but terms and conditions of each grant will state any exceptions.

The National Science Foundation (NSF), the National Institute of Health (NIH), NASA, and ONR have instituted a "Prior Approval System" which requires a University committee be established to make certain prior approvals. These committees are respectively, the OPAS, IPAS, NASPAS, and NAVPAS
committees, and are charged with approving/disapproving equipment requests on grants with the respective agencies. The committees at UAH consist of the Associate Vice President for Research, the Director, Office of Sponsored Programs, the Assistant Director, Office of Sponsored Programs. Any P.I. requesting a budget change for equipment shall send a memorandum to the committee requesting the budget change. The committee will make its decision and notify the P.I. The memorandum should state the budget change desired, the line item from which the funds will be moved, justification for the budget change, the grant number, account number and agency.

The GPA will complete all documentation associated with property acquired under a grant and forward it to the PA designated in the grant. Upon completion of the grant, a find property report will be submitted to the PA showing the final inventory of Government-Furnished Equipment.

B. Contracts

Property under Government contracts can be “Contractor-Acquired”, “Contractor-Fabricated” or “Government-Furnished” (See Appendix A for Definitions.)

1. Contractor Acquired Property

Most property used on UAH contracts is considered "Contractor Acquired” as it is purchased from contract funds with approval of the Contracting Officer.

a. Approval and Screening

Requisitions, prepared by the PI and accompanied by Form RA 97-01 for purchase of equipment or property will be submitted through the Office of Sponsored Programs.

All equipment requisitions will be reviewed and screened for compliance with the contract and current regulations. The Research Administrator's or designee's signature is required before the purchase is transacted.

1) Approval

Approval by the Contracting Officer is required for any equipment purchase. Purchase requests are considered approved when one of the following conditions are met.

a) NASA - Receipt of a signed DD Form 1419 for items $1,000 and over.

b) DOD - Receipt of a signed DD Form 185 1 for items $25,000 and
c) The item is considered "Exempt Property" as described in OMB Circular A-110, section 74.2, Definitions.

All letters questing approval will be issued by the Office of Sponsored Programs.

2) Screening

a) UAH Screening

i) Screening through UAH inventory is required. Screening means to check existing equipment to see if the desired item is available and idle. The following screening thresholds have been established:

(a) Under $10,000 - no screening of UAH inventory required
(b) $10,000 to $24,999 - screen departmental inventory
(c) $25,000 to $50,000 – screen college or center inventory
(d) Over $50,000 – screen University inventory

ii) Inventory Control provides computer access to the entire UAH inventory, so that screening may be accomplished by the following sorts:

(a) Location  (e) Account Number
(b) Asset Number  (f) Tag Number
(c) Custodian  (g) Description
(d) Contract Number  (h) Asset Type

iii) The Principal Investigator and Director, Office of Sponsored Programs or designee will sign Form RA 97-01 to certify that screening has been completed.

b) Federal Screening

Screening is required by DOD for all Automated Data Processing Equipment (ADPE) $25,000 and over and Industrial Plant Equipment (IPE) over $15,000 (Reference DOD Property Manual). It is also required by NASA on all Centrally Reportable Equipment (CRE) $1,000 and over (Reference NASA FAR 18-45.7001 through 18-45.7101). It is suggested that the required DD Form 1419 for NASA CRE be submitted with the proposal to expedite the screening cycle. It is suggested that the required screening form DD Form 185 1 for ADPE $25,000 and over on DOD contracts, be submitted with the proposal to expedite the screening cycle. A copy of DD Form 1419 and 1851 are shown in Exhibits - Forms.
All forms requesting screening will be issued by the Office of Sponsored Programs.

b. Acquiring System Components

Requisitions for components of a system should be clearly delineated as to which system or piece of fabricated equipment they will be incorporated. The system must be identified as one of the following:

1) Deliverable
   An end item to be delivered under the contract.

2) Residual
   A residual item that will be used as a piece of special test equipment.

c. Title

FAR35.014 addresses title to equipment that is Contractor Acquired under contracts for research and development. Following is a summary of the basic guidelines to determine whether title will vest in the University.

1) If prior approval is obtained from the contracting officer and the item is less than $5,000, title automatically vests in the University.

2) If the equipment is $5,000 or greater, title is determined by terms of the contractor at the time of contract close-out. A letter must be written to the C/O requesting disposition.

3) Individual agencies may set lower limits.

   FAR52.245-5 Alt. I states that the University is required to submit to ONR a list of all equipment vesting in the University within ten (10) days following the end of the calendar quarter in which it was acquired.

2. Contractor Fabricated property

   Contractor Fabricated property will be treated in the same manner as Contractor Acquired Property.

3. Government Furnished Property (GFP)

   GFP is material or equipment loaned to the University for use on Federal contracts. The title to this property is retained by the government. GFP is also "Contractor acquired property where title vests in the government. The property will be identified in the Schedule and the University shall be responsible and
accountable for it. FAR 45.5 describes the requirements for accountability which constitutes the basis for the UAH Government Property Control System.

All GFP shall be processed through the Office of Sponsored Programs to assure compliance with government regulations. Government Property will be received and shipped through the MMCPI who will tag and log it into the property control system. A receipt from the agency must accompany the GFP.

4. Procurement of Materials

Any item under $5000 or with a useful life of less than one year and is expendable is considered material. These items will not be considered equipment, even if they are incorporated into a piece of equipment that is being delivered to the government. They will carry the full indirect burden. Since Federal regulations require tagging of equipment, it is inefficient and cumbersome to carry any item as government equipment that costs less than $5000 or that has a useful life of less than one year. The same criteria will be applied to items purchased on other research contracts. An expendable item will not be carried as equipment regardless of the cost. An exception to this rule may be applied to certain Contractor Fabricated Property which will be approved by the Associate Vice President for Research and handled by the Accounting Office under a special account code.

III PROPERTY MANAGEMENT

A. Contractor Responsibility FAR 45.502, Contractor Responsibility, states, "The contractor is directly responsible and accountable for all GP in accordance with the requirements of the contract. This includes GP in the possession or control of a subcontractor.

The contractor shall establish and maintain a system...to control, protect, preserve, and maintain all GP." The contractor must maintain and make available all required records and account for GP until relieved of the responsibility.

B. Receiving Procedure GP, either Government Furnished or Contractor Acquired, will be processed through the MMCPI and the GPA. The MMCPI is located in the Central Receiving Building and the GPA is in the Office of Sponsored Programs. The procedure for receiving is as follows:

1. Contractor Acquired

   a. Property received through Central Receiving:

      1) The MMCPI or his representative will check the shipment against the shipping documents, enter into the Fixed Assets module of the Banner system and electronically sign that the correct quantity and condition are
represented.

2) The property will be delivered to the purchaser who will sign a receiving list after he has examined and determined that the contents are acceptable.

3) Any discrepancies incident to shipment will be reported within ten (10) working days of receipt of the property in accordance with FAR 45.502-2.

These discrepancies will be listed in a memorandum to the Purchasing Department with a copy to the GPA. Purchasing will notify the vendor. This memorandum will state condition, apparent causes, and other pertinent data.

b. Property delivered directly to the P.I.

1) The P.I. will check the shipment against the shipping document and sign that the correct quantity and condition are represented.

2) A Memorandum Receiving Report (MR) will be prepared, signed, and sent to Accounts Payable. A copy will be sent to the MMCPI.

3) Any discrepancies will be reported as described above.

2. Government Furnished Property

Immediately upon receipt of GFP, the MMCPI will check the shipment against the shipping document (see sample form in Exhibits) and sign that the correct quantity and condition are correctly represented. He will then notify the GPA and will also furnish a written receipt to the government as specified in FAR 45.502-1. A copy of this receipt will be sent to the GPA and a copy will be retained in Shipping and Receiving. Any discrepancies incident to shipment will be reported in accordance with FAR 45.502-2 and only the property actually received will be recorded on the official record. The "Report of Loss, Damage, or Shrinkage" on the Bill of Lading received with any damaged shipment will be completed.

a. Equipment

All equipment or instrumentation will be checked within five days of receipt by the P.I to assure operability. Any discrepancies must be reported as stated in IILB.1.a.3.

b. Material

Receipt of material will be as described above. All Government Furnished material will be considered consumed under the contract.

C. Motor Vehicles
1. Contractors shall ordinarily furnish any motor vehicles needed in performing Government contracts. Agencies may provide motor vehicles only when there is expected substantial savings and the contract will bear the entire cost. The vehicles will not be used on any other contract other than that for which the vehicles are provided without proper approval referenced in FAR 45.304.

2. Vehicles maybe obtained through the Property Disposal System as "Excess" or "Surplus." Procedures for obtaining Excess or Surplus Property are described in V. Section C of this manual.

D. Relief From Responsibility

Non-profit organizations are relieved of responsibility for GP when title is transferred to the contractor or returned to the agency. They may also seek relief when the property is consumed or lost.

E. Contractor Liability

The Contractor may be liable for GP depending on the circumstances. All cases of loss, damage or destruction will be investigated and reported immediately to the GPA and the University police department. A report will then be sent to the PA at ONR. Subcontractors will also be required to report as described above.

F. Records and Reports

1. Contractor's Records

The Contractor's property control records shall constitute the Government's official property records. In accordance with FAR45.505-1 the records will provide the following:

a. Financial Accounts

b. Identification and a complete, current, auditable record of all transactions.

c. Separate records for each contract showing the following basic information:

1) Name, description, National Stock Number (if available)
2) Quantity received (or fabricated), issued and on hand
3) Unit price (and unit of measure)
4) Contract number
5) Location
6) Disposition
7) Posting reference and date of transaction
8) Condition Code (See list of condition codes in Exhibits)

d. Ability to locate any item within a reasonable period of time.
2. Tagging Systems

a. Upon receipt, the MMCPI or a designee will enter the above information into the computerized Banner system.

b. The property will be tagged with ONE of TWO metal tags:

1) GP will have a tag which reads "Property of US Government" with a six digit number beginning with the number 3.

2) UAH property will have a tag which reads "Property of UAH" with a six digit number beginning with the number 2.

c. Property will have only the government tag as long as title remains with the government. When title transfers to UAH, the government tag will be removed and the UAH tag will be placed on the item.

3. Material

FAR 45.505-3 addresses records of material. It states that material "shall be recorded in accordance with the Contractor’s property control system...". For both fixed price and cost-reimbursement contracts, receipt and issue of material will be documented by copies of UAH purchase orders, memorandums of receiving, departmental transfers, invoices and payment checks. The material will be considered consumed under the contract.

4. Plant Equipment, FAR45.505-5

a. Individual item records will be maintained including all information listed in III.F.1.c. plus the following:

1) Federal Supply Code for the manufacturer
2) Federal Supply Classification
3) Original manufacturer’s model or part number
4) Serial number and year built
5) Government identification number
6) Acquisition and disposition document referencing dates

b. The property will be tagged according to III.F.2

5. Special Test Equipment, FAR45.5054

a. Individual item records will be maintained and include all information listed in III.F.1.c.

b. The property will be tagged according to III.F.2.
6. Real Property

Real property is addressed in FAR 45.505-7. All records for Government real property will be maintained in the Office of Sponsored Programs and in the GPL.

7. Completed Products

FAR 45.505-10 states that records will be maintained for all completed products produced under a contract and vesting in the Government. These records will be maintained in the Office of Sponsored Programs and in the GPL.

G. Reports of Government Property

1. An annual report of the total acquisition cost of contractor acquired GP and GFE for which UAH is accountable will be submitted to the PA. This will be listed by contract with each Agency and will include property at subcontractor facilities or at alternate locations. Reports to NASA will be submitted on Form 1018 by October 31 and to DOD on Form 1662 by October 31 (Examples of forms are shown under Exhibits).
2. Reports as above will also be submitted upon request by the Contracting Officer.

H. Identification

Identification is addressed in FAR45.506. The UAH system is stated in III.F. Markings must be removed or obliterated when the property no longer qualifies as GP.

I. Segregation

When practical GP shall be kept physically separate from contractor-owned property unless otherwise approved by the PA In most cases physical separation at UAH is impractical.

J. Care, Maintenance and Use

FAR 45.509 states that the "contractor shall be responsible for the proper care, maintenance and use of GP in its possession or control from the time of receipt until properly relieved of responsibility, in accordance with sound industrial practices and terms of the contract."

1. Care

A maintenance program is delineated in the FAR which in summary requires regularly scheduled preventive maintenance and reporting of defects and need for major repair, replacement or capital rehabilitation. UAH will keep records of maintenance actions and any deficiencies discovered as a result of regularly
scheduled inspections. Inspections, calibration and record keeping will be the responsibility of the P.I. or his designee. Copies of inspection reports will be submitted to the GPA. GP may not be altered from its original form. Desired alterations require the Contracting Officer's approval.

2. Use

The contractor's procedures will be in writing and adequate to assure the property will be used only for those purposes authorized by the contract. Required approvals will be obtained for use on other contracts.

K. Storage and Movement

1. On-Campus

Any movement from one on-campus location to another must be reported to the GPA and the MMCPI by submission of a UAH Property Relocation/Transfer Form (see Exhibits) from the custodian so that the change can be made in the Government Property Inventory (GPI). The GPI must reflect the current location of the property at all times. The movement of heavy equipment will be conducted under the supervision of the MMCPI.

2. Off-Campus

Movement off-campus must be approved by the contract, the PA, or the Contracting Officer. A UAH Property Relocation/Transfer Form (see Exhibits) will be prepared by the custodian and copies will be furnished to the GPA and the MMCPI. The GPA will request authorization from the PA. When authorization is received, the GPA will inform the custodian and the MMCPI.

3. Protection

Adequate protection during authorized movement will be exercised. Appropriate safety and handling will be in accordance with standard commercial practices and any accidents or damage will be immediately reported to the GPA and the MMCPI.

4. Storage

When property is temporarily idle, but needed for future authorized research, the custodian will notify, by memo, the GPA and the MMCPI. If other researchers wish to use the property, the GPA will be notified so that authorization can be obtained from the PA. The custodian will insure that storage conditions are in accordance with commercial housekeeping procedures and that the property is properly protected from corrosion, contamination and accidental damage. If the property will be idle for a long period of time with no foreseeable use, it must be reported to the PA as idle and excess.
L. **Subcontractors**

All subcontractors will be required to make the same assurances for control of GP as required of the University.

M. **Lost or Stolen Property**

Any lost or stolen property will be immediately reported to the GPA at 824-6000 and to UAH Police, 824-6911. If the property is not located, the GPA will immediately notify the PA.

N. **Residual Property Transfer**

Residual property at contract termination may be transferred to another contract if authorized by the PA. There must be a definite contractual requirement for the transfer. The quest for authorization will be submitted by the GPA upon notification by the Principal Investigator. If there is no further need for the property, it will be declared idle and excess.

IV. **INVENTORIES**

FAR 45.508 states, "The contractor shall periodically physically inventory all GP (except materials issued from stock for manufacturing, research, design, or other services required by the contract) in its possession or control, and shall cause subcontractors to do likewise...Personnel who perform the physical inventory shall not be the same individuals who maintain the property records unless the contractor’s operation is too small to do otherwise."

Inventories at UAH will be conducted as follows:

A. **Annual Inventories**

An Annual Inventory of all GP will be conducted between May and September of each year. An individual chosen by each department or center will be responsible for updating that department's or center's portion of the inventory. After the GPA and MMCPI update the GPI, the GPA will submit the report to the PA by the specified due date.

1. **National Aeronautics and Space Administration (NASA)**

   The NASA report will be submitted on NASA Form 1018 by October 31 for inventory through September 30.

2. **Department of Defense (DOD)**

   The DOD report will be submitted on DD Form 1662 by October 31 for inventory
through September 30.

B. Inventories Upon Termination or Completion of Contract

Immediately upon termination or completion of a contract, the contractor shall perform and cause each subcontractor to perform a physical inventory, adequate for disposal purposes, of all GP applicable to the contract unless the requirement is waived. This inventory is the responsibility of the P.I. who will also require an inventory by his subcontractors. A complete tabulation of all residual property will be provided to the GPA and the MMCPI. The MMCPI will reconcile the tabulation and report to the GPA who submits the required reports to the PA.

C. University Inventory

A biennial inventory is conducted of all University property under guidelines effective April 2006. This inventory will include property acquired under government contracts and grants that has vested in the University. This inventory will assure that property procured under government contract or grant is marked and flagged so that it is never considered when determining the indirect rate charged to government contract/grants. Flagging will also assure that the Government is never charged for use of the property. A report will be submitted by the MMCPI to the Director of Purchasing who will in turn report to the Vice Resident for Finance and Administration.

D. Scope of Inventories

Physical inventories consist of sighting, tagging or marking, describing, recording, reporting, and reconciling the property records. A condition Code Chart is shown in Exhibits.

1. Annual Government Property Inventory Report

The GPA will submit a report to the PA by October 31 after completion of the GP inventory. This will include the following:

   a. A list of all GP
   b. A listing identifying all discrepancies disclosed
   c. A signed statement that the inventory was completed on a given date and that the official property records were found in agreement except for reported discrepancies

2. NASA

   a. NASA Government Property

      1) Includes all NASA property $5,000 and over inventoried through September 30 each year.
      2) Use NASA Form 1018 - See NASA FAR 18-45.7101.
3) Due no later than October 31.

3. DOD - Defense Federal Acquisition Regulation (DFAR) 245-505-14
   a. Covers all DOD GFE inventoried through September 30 each year.
   c. Due no later than October 31.

V. DISPOSAL

A. Reporting

Reporting, Redistribution and Disposal of Contractor Inventory is addressed in FAR 45-6 and in the FAR Supplements. This applies only to GFP and not to property or equipment where title vests in the University. When a contract is completed, the Principal Investigator will report any GFP assigned for use on the contract to the GPA. The GPA will determine if there is any need by other Principal Investigators in the University for use on contracts with the same agency. If there is a need, the GPA will request the authority from the PA to transfer the equipment. If there is no need, the item should be reported to the PA as idle and excess and procedures in the FAR supplements should be followed. A DD Form 1342 will be prepared as described in DIPEC Manual Appendix 2B.

B. Returning

The MMCPI will be responsible for returning property to the government after notification from the GPA. All property will be returned through the agency's Central Receiving Organization and a signed shipping receipt will be obtained by the MMCPI who will send a copy to the GPA.

C. Obtaining Excess or Surplus Property

1. Excess property is obtained through Defense Industrial Property Equipment Centers (DIPEC) which are located throughout the United States. Permission to screen for excess property is obtained from a Contracting Officer and the Associate Vice President for Research or higher designee. During screening, excess property that is identified as usable on a contract can be requested by completing DD Form 1348. This form should be submitted to the Office of Sponsored Programs with justification as to how it will be used on a designated contract. OSP will forward the request to the PA at the Office of Naval Research for approval. When approval is received, the excess property may be transferred to the University for use on a designated project. The property will be entered in the GP Inventory.

2. Surplus Property is obtained through the Alabama State Agency for Federal
Property Assistance and is not considered GP. It is processed through the Purchasing Office.
Appendix A

FORMS

DEFINITIONS
OFFICE OF SPONSORED PROGRAMS  
EQUIPMENT & COMPUTER PRODUCTS PURCHASE APPROVAL FORM

Requisition No.: ____________________  Org No.: __________________________
Agency: ___________________________  Grant/Contract No.: _________________
Department: _______________________  Budget Unit Head: __________________
Location: __________________________    Custodian: _________________________

I. ITEM INFORMATION

Description:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Manufacturer (NOT VENDOR): _____________________________________________
Estimated Cost: $____________________ Model No.: __________________________
Intended Use: ____________________________________________________________
________________________________________________________________________

II. GENERAL (Answer “Yes” or “No”)

_____ Is the item a Computer Product other than equipment? (e.g., parts, software, PC < $5K)
_____ Does the item meet the University’s definition of equipment? (Account code 8101,8103, 8105)
■ Cost at least $5,000?
■ Have a useful life of one year or more?
_____ Is the item being built into a system? (Account code 8105 for equipment; Banner 7435 or 7436 for materials. Note: 7435 must have prior approval of VP for Research.)
If “yes”, give System Name: _________________________________________
Include this “system name” in the description block of the requisition form
Notify the Materials Control Supervisor in Central Receiving & Shipping when building a system.

_____ Is the item an internal enhancement or upgrade for an existing system? (Account code 8103)

_____ Is the item a deliverable to the agency or a component part of a deliverable to the agency?

_____ Is the item sole-source (only one acceptable vendor)? If “yes”, a UAH “Request for Sole/Single Source Justification” Form must be attached to the requisition.
Justification: _____________________________________________________
________________________________________________________________

III. APPROVAL (Answer “Yes” or “No”)

_____ Is the item listed in the proposal? If “No”, answer below:
■ Indicate proposal line item from which it will be rebudgeted: _________________________
■ Justification for the purchase:
IV. CERTIFICATION

By signing this document, I am certifying that:

1. This item has been screened through department/center and is not available for the following reason(s):
   _____ Not required (item cost is under $10,000 threshold for screening of UAH inventory.)
   _____ Not available (item is not in inventory.)
   _____ In use on another contract.
   _____ Obsolete (state of disrepair or no longer state-of-the-art.)
   _____ Other: ______________________________________________________

2. Approval to purchase this item does not negate my obligation under this contract, nor does it authorize expenditure in excess of funds allocated on the contract.

_____________________________________ ____________________
Name (Principal Investigator)    Date

For Research Administration Use Only –

CERTIFICATION:

By signing this document, I am certifying that:

A. APPROVAL (Answer “Yes” or “No”)
   _____ Approved: All required approvals have been received from the contracting agency.

B. SCREENING (Check One)
   This item has been screened through the University’s inventory and is not available for the following reasons:
   _____ Not required (item cost is under $10,000 threshold for screening of UAH inventory.)
   _____ Not available (item is not in inventory.)
   _____ In use on another contract.
   _____ Obsolete (state of disrepair or no longer state-of-the-art.)
   _____ Other: ______________________________________________________

C. Title (Check One)
   _____ Title will vest in the State.
   _____ Title will vest in the Government.
   _____ Title will vest in ________________________.

__________________________________________ ________________
Name (Research Administration)     Date
MAILING ADDRESSES FOR NASA NEW TECHNOLOGY SUMMARY REPORT

To submit a New Technology Summary Report to NASA, send the attached form to the NASA Center that is funding the activity at the address listed below.

NASA Ames Research Center
Attention: New Technology Representative
Commercial Technology Office, Mail Stop 202A-3
Moffett Field, California 94035-1000

NASA Dryden Flight Research Center
Technology Utilization Office
P.O. Box 273, Mail Stop D-2131
Edwards, CA 93523-3119

NASA John H. Glenn Research Center at Lewis Field
Technology Transfer & Partnership Office
21000 Brookpark Road, M S 4-2
Cleveland, Ohio 44135
Kathleen.A.Kerrigan@grc.nasa.gov

NASA Goddard Space Flight Center
Technology Transfer Program
Greenbelt Road - Mail Stop 504
Greenbelt, MD 20771

NASA Headquarters
Code R/Attn: Mike Battaglia
300 E. Street, S.W.
Washington, D.C. 20546

Jet Propulsion Lab
Attn: JPL SBIR Program Office
4800 Oak Grove Drive,
Mail Stop 249-103
Pasadena, Ca 91109-8099
SBIR.Program.Office@jpl.nasa.gov

NASA Johnson Space Center
Technology Transfer & Commercialization
2101 NASA Road 1 - Mail Stop HA
Houston, TX 77058-3696

NASA John F. Kennedy Space Center
Attention: Technology Transfer Officer
Technology Transfer Office, Mail Stop YA-C1
Kennedy Space Center, FL 32899

NASA Langley Research Center
Patent Counsel Office
3 Langley Blvd. - Mail Stop 212
Hampton, VA 23681-2199

NASA George C. Marshall Space Flight Center
Technology Transfer Department
New Technology Representative/CD3O
MSFC, Alabama 35812
Susan.L.Whitfield@msfc.nasa.gov

NASA Stennis Space Center
Attn: Intellectual Property Manager
Technology Development and Transfer Office
Mail Stop HA30
Stennis Space Center, Mississippi 39529-6000
NASA contracts, grants, cooperative agreements, and subcontracts (Funding Agreements) for experimental, developmental or research work require each Contractor/Grantee/Subcontractor (C/G/S) to report New Technology Items to NASA. For that purpose, the following reports and corresponding schedules are provided:

<table>
<thead>
<tr>
<th>Title of Report/Form</th>
<th>Schedule for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure of Invention and New Technology (Including Software) NASA Form 1679 or equivalent information required (<a href="http://invention.nasa.gov">http://invention.nasa.gov</a> for access to form or on-line reporting)</td>
<td>The C/G/S must submit a detailed disclosure of each New Technology Item (reportable item or subject invention – see definition below) made under the funding agreement within two months after innovator’s disclosure to the C/G/S.</td>
</tr>
<tr>
<td>New Technology Summary Report (NTSR) (check marked “Interim”)</td>
<td>For multi-year efforts, the C/G/S must submit a summary listing of all New Technology Items developed during the reporting period, OR provide certification that there were none. The first Interim New Technology Summary Report is due 12 months from the effective date of the effort. Additional reports are due annually thereafter.</td>
</tr>
<tr>
<td>New Technology Summary Report (NTSR) (check marked “Final”)</td>
<td>The C/G/S must submit a cumulative summary listing of all New Technology Items developed during the entire performance of the Funding Agreement, OR provide certification that there were none. The Final New Technology Summary Report must be submitted within 3 months of completion of work under the funding agreement.</td>
</tr>
</tbody>
</table>

Submitting C/G/S Name and Address:

C/G/S New Technology Representative:
Report Submitted by: (if not New Technology Representative)
Contact Telephone Number: ( ) - Contact Email Address:

NASA Funding Agreement Number: Funding Agreement Completion Date: / /

Title of Funded Activity:

NASA Project Manager/*COTR or Grant Monitor:
Report Submission Date: / / *COTR=Contracting Officer’s Technical Representative

Definition of New Technology Items

Large business C/G/S must disclose all reportable items to NASA. Reportable item as used in NASA Funding Agreements with large businesses means any invention, discovery, improvement, or innovation, whether or not patentable, conceived or first actually reduced to practice in the performance of work under a NASA Funding Agreements. Reportable items include, but are not limited to, new processes, machines, manufactures, and compositions of matter, and improvements to, or new applications of, existing processes, machines, manufactures, and compositions of matter. Reportable items also include new computer programs, and improvements to, or new applications of, existing computer programs, whether or not copyrightable.

Small business, nonprofit organization, and college and university C/G/S must disclose all subject inventions to NASA. Subject invention as used in NASA Funding Agreements with other than large businesses means any invention or discovery which is or may be patentable and is conceived or first actually reduced to practice in the performance of work under a NASA Funding Agreements. Subject inventions include any new process, machine, manufacture, or composition of matter, including software, and improvements to, or new applications of, existing processes, machines, manufactures, and compositions of matter, including software.

Note: Subject to approval by C/G/S who retain or obtain title to subject inventions or reportable items, all such technologies are evaluated for publication in NASA Tech Briefs magazine. If an item is published in NASA Tech Briefs, the innovator may be considered for a monetary award from NASA. Innovations meeting eligibility requirements may also be considered for additional Space Act Awards (http://icb.nasa.gov).
I. General Information

1. Type of Report: ☐ Interim ☐ Final Reporting Period (Begin/End Dates): / / / /

2. Business Type: ☐ Large ☐ Small ☐ College/University ☐ Nonprofit Organization

3. Have any New Technology Items resulted from work performed under this Funding Agreement during this reporting period? ☐ Yes ☐ No

3a. If Yes, were they disclosed to NASA? ☐ Yes ☐ No

Note: If they have not yet been disclosed, they can be disclosed with this Summary Report (See I.4.).

4. Are New Technology Items being disclosed with this Summary Report? ☐ Yes ☐ No
(Use NASA Form 1679 or equivalent – see http://invention.nasa.gov for access to form or on-line reporting).

II. New Technology Items

Please provide the following information for all New Technology Items reportable under this Funding Agreement during the reporting period. If additional space is required, include an attachment.

<table>
<thead>
<tr>
<th>Title</th>
<th>Internal Report/Docket Number (if applicable)</th>
<th>Date Submitted to NASA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</tr>
</tbody>
</table>

III. Subcontractors

Please complete the following section listing all research subcontractors participating to date. Include each research subcontractor’s name, address, contact person, telephone number and email address. Note: If subcontractors have New Technology Items to disclose, they should follow the same reporting process as prime participants.

IV. Certification

I certify that active and effective procedures ensuring prompt identification and timely disclosures of reportable New Technology Items have been followed. Furthermore, I certify that all New Technology Items required to be disclosed during the period identified on this form have been disclosed to NASA or are being submitted herewith.

Name and Title of Authorized Official / /

Signature Date

Please submit completed NASA New Technology Summary Reports and/or Disclosures of Invention and New Technologies to the NASA Center funding the activity (see attached listing).

Note: If an individual Disclosure of Invention and New Technology is submitted using the on-line reporting tool, it is not necessary to follow up with a hard copy submission.
### REQUISITION AND INVOICE/SHIPPING DOCUMENT

**PUBLIC REPORTING BURDEN FOR THE COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 1 HOUR PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN TO WASHINGTON HEADQUARTERS SERVICES, DIRECTORATE FOR INFORMATION OPERATIONS AND REPORTS, 1215 JEFFERSON DAVIS HWY, SUITE 1204, ARLINGTON, VA 22202-4302 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT (0704-0566), WASHINGTON, DC 20503.**

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

<table>
<thead>
<tr>
<th>1. FROM: (Include Zip Code)</th>
<th>SHEET NO.</th>
<th>5. REQUISITION DATE</th>
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</table>

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<thead>
<tr>
<th>2. TO: (Include ZIP Code)</th>
<th>NO. OF SHEETS</th>
<th>6. REQUISITION NUMBER</th>
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<table>
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<tr>
<th>3. SHIP TO: MARK FOR</th>
<th>7. DATE MATERIAL REQUIRED</th>
<th>8. PRIORITY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

9. AUTHORITY OR PURPOSE

10. SIGNATURE Temple B. Powell

11a. VOUCHER NUMBER & DATE

12. DATE SHIPPED (YYYYMMDD)

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

Accepted:  

Date:  

4. APPROPRIATIONS SYMBOL AND SUBHEAD

<table>
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<th>ITEM NO.</th>
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<td>(b)</td>
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<table>
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<th>QUANTITY REQUESTED</th>
<th>SUPPLY ACTION</th>
<th>TYPE CONTAINER</th>
<th>CONTAINER NOS</th>
<th>UNIT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
<td>(h)</td>
<td>(i)</td>
</tr>
</tbody>
</table>

4. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

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<tr>
<th>RECAPITULATION OF SHIPMENT</th>
<th>TOTAL CONTAINERS</th>
<th>10 CONTAINERS RECEIVED EXCEPT AS NOTED</th>
<th>DATE</th>
<th>BY</th>
<th>SHEET TOTAL</th>
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</thead>
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<tr>
<td>ISSUED BY</td>
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<tr>
<td>CHECKED BY</td>
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<td>DESCRIPTION</td>
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<tr>
<td>PACKED BY</td>
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<td>TOTAL</td>
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</table>

18. RECEIVED VOUCHER NO.

DD FORM 1149, JAN 1957 (EG)

PREVIOUS EDITION MAY BE USED
### Shipping Container Tally

**Requisition and Invoice/Shipping Document**  
(Continuation Sheet)

<table>
<thead>
<tr>
<th>SHEET NO.</th>
<th>NO. OF SHEETS</th>
<th>6. REQUISITION NUMBER</th>
<th>11a. VOUCHER NUMBER AND DATE</th>
<th>VOUCHER NUMBER AND DATE</th>
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</table>

<table>
<thead>
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<th>ITEM NO.</th>
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<th>QUANTITY REQUESTED</th>
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<th>UNIT PRICE</th>
<th>TOTAL COST</th>
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CONTINUED

| DDDDFOR | 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 |

**Sheet Total**
**DOD PROPERTY IN THE CUSTODY OF CONTRACTORS**

(DFARS 245.505-14)

(See Instructions on back before completing this form.)

**REPORT AS OF**

30 SEP

OR


Form Approved

OMB No. 0704-0246

Expires Feb 28, 2006

---

1. **TO**  [Enter name and address of property administrator]

2. **FROM**  [Enter full name, address and CAGE code of contractor]

3. **IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT**

4. **CONTRACT NO. (PIN)**

5. **CONTRACT PURPOSE**

6. **BUSINESS TYPE**  [Enter L, S, or N]

7. **OFFICIAL NAME OF PARENT COMPANY**

8. **PROPERTY LOCATION(S)**

9. **PLANT EQUIPMENT PACKAGE**  [FEP No. and use]

---

<table>
<thead>
<tr>
<th>a. PROPERTY (Type or Account)</th>
<th>b. BALANCE START OF PERIOD</th>
<th>c. BALANCE END OF PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) ACQUISITION COST (in dollars)</td>
<td>(1) ACQUISITION COST (in dollars)</td>
</tr>
<tr>
<td></td>
<td>(2) QUANTITY (in units or acres)</td>
<td>(2) QUANTITY (in units or acres)</td>
</tr>
<tr>
<td></td>
<td>(c) ADDITIONS (in dollars)</td>
<td>(d) DELETIONS (in dollars)</td>
</tr>
</tbody>
</table>

10. **LAND**

11. **OTHER REAL PROPERTY**

12. **OTHER PLANT EQUIPMENT**

13. **INDUSTRIAL PLANT EQUIPMENT**

14. **SPECIAL TEST EQUIPMENT**

15. **SPECIAL TOOLING**  (Government Title Only)

16. **MILITARY PROPERTY**  (Agency-Peculiar)

17. **GOVERNMENT MATERIAL**  (Government Furnished)

18. **GOVERNMENT MATERIAL**  (Contractor Acquired)

19. **CONTRACTOR REPRESENTATIVE**

   a. **TYPED NAME**  (Last, First, Middle Initial)

   b. **SIGNATURE**

   c. **DATE SIGNED**  (YYYY/MM/DD)

20. **DOD PROPERTY REPRESENTATIVE**

   a. **TYPED NAME**  (Last, First, Middle Initial)

   b. **TELEPHONE NUMBERS**  (Commercial and DSN)

   c. **SIGNATURE**

   d. **DATE SIGNED**  (YYYY/MM/DD)
REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DoD property (as indicated) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contractor. Report data from records maintained in accordance with FAR Subpart 45.5 and DFARS Subpart 245.5.

REPORT AS OF 30 SEP ______. Fill in the appropriate year (or other date).

ITEM 1 - TO. Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (including City, State, and ZIP code).

ITEM 2 - FROM. Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like XYZ Inc., for example. Also enter the Commercial and Government Entity (CAGE) Code.

ITEM 3 - IF GOVERNMENT-OWNED CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT. Enter the Government name of the plant if the plant is Government-owned and contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. (PIN). Enter the 13-digit contract number or Procurement Instrument Identification Number (PIN) under which the Government property is accountable. Use format XXXXXXXXX-XXX-XXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

A. R&D
B. Supplies and Equipment (deliverable end items)
C. Facilities Contract
D. Lease of facilities by the contractor
E. Maintenance, Repair, Modification, or Rebuilding of Equipment
F. Operation of Government-Owned Plant or Facilities including test sites, ranges, installations
G. Service contract performed primarily on Military Installations, test facilities, ranges or sites
H. Contract for storage of Government Property
I. Others

ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large
S = Small
N = Non-profit

(See FAR Part 19 for definition of Small Business and FAR 31.101 for definition of Non-profit Organizations.)

ITEM 7 - OFFICIAL NAME OF PARENT COMPANY. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is one in which common stock has been issued whether or not the stock is publicly traded and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION(S). Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontractor property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT PACKAGE. Enter the Number and Use of a Plant Equipment Package (PEP) if one exists on this contract. Leave blank otherwise. Example: ARMY PEP #570 - 81 mm Shells.

ITEMS 10 - 18.b.(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 12 - 18.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 15.c - ADDITIONS (in dollars). For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 15.d - DELETIONS (in dollars). For the property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 18.a.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5.

ITEMS 10, 12-16.a.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.

ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative approved by the property control system to sign this report.

ITEM 20 - DOD PROPERTY REPRESENTATIVE. Type the name of the DoD Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number and DSN number (if one exists). Signature and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 19 only once as long as each form can be readily identified if any form becomes separated from the others.
Grant Number: __________

Final Equipment/Property/Material Report

You may use this as a guide regarding what information you need to submit as your Final Property Report for any grant or cooperative agreement.

Note:
Check one under Federally-owned and check one under Grantee-acquired.

I. Federally-owned: Federally-owned items provided to the Grantee.
   ___ 1. There are no Federally-owned items under the above grant.
   ___ 2. There are Federally-owned items under the above grant.
      Disposition request and inventory are attached to this e-mail
   ___ 3. There were Federally-owned items under the above grant which
      were returned to the Government on ________________ (date).
      Attach documentation regarding receipt by the Government.
   ___ 4. There were Federally-owned items. Accountability transferred from
      the above grant to Award Number: ________________________
      by Modification, Supplement, DD Form 1149, or other document, copy of
      which is attached.

II. Grantee-acquired: Grantee bought the items with Grant funds.
   ___ 1. There are no Grantee-acquired items under the above grant.
   ___ 2. There are no Grantee-acquired items, title to which vests with vests
      with Grantee, which are required to be submitted in a final inventory.
   ___ 3. There are Grantee-acquired items, title to which vests with Grantee,
      which are required to be submitted in a final inventory. The final
      inventory is attached to this e-mail.
   ___ 4. There are Grantee-acquired items, title to which vests with the
      Government, which are required to be submitted in a final inventory.
      The final inventory is attached to this e-mail.
   ___ 5. As a participant in the Federal Demonstration Partnership, title vests
      with the Grantee to all Grantee-acquired items and the Grantee is not
      required to submit a final inventory.

Signature: ___________________________ Date: ______________
DEFINITIONS

**Accessory item** - An item that facilitates or enhances the operation of plant equipment but is not essential for its operation.

**Auxiliary item** - An item without which the basic unit of plant equipment cannot operate.

**Centrally Reportable Equipment (CRE)** - A NASA term defined as "plant equipment, special test equipment (including components), special tooling and non-flight space property (including ground support equipment) which is 1) generally commercially available and used as a separate item or component of a system 2) is valued at $1,000 or more, and 3) is identifiable by a manufacturer and model number."

**Contractor-acquired Property** - Property acquired or otherwise provided by the contractor for use on a contract.

**Custodial Records** - Written memoranda of any kind, such as requisitions, issued hand receipts, tool checks, and stock record books, used to control items issued from tool cribs, tool rooms, and stockrooms.

**Custodian** - Person responsible for specifically identified GP.

**Discrepancies Incident to Shipment** - All deficiencies incident to shipment of GP to or from a contractor's facility whereby differences exist between the property reported to have been shipped and property actually received. Such deficiencies include loss, damage, destruction, improper status and condition coding, errors in identity or classification, and improper consignment.

**Equipment** - An article of non expendable, tangible, personal property having a useful life of more than one year, and an acquisition cost of $2000 or more per unit.

**Facilities** - property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property. When used in a facilities contract, the term includes all property provided under that contract.

**Facilities Contract** - A contract under which Government facilities are provided to a contractor or subcontractor by the Government for use in connection with performing one or more related contracts for supplies or services. It is used occasionally to provide special tooling or special test equipment. Facilities contracts may take any of the following forms:

(a) A facilities acquisition contract providing for the acquisition, construction, and installation of facilities.

(b) A facilities use contract providing for the use, maintenance, accountability, and disposition of facilities.
(c) A consolidated facilities contract, which is a combination of a facilities acquisition and a facilities use contract.

**General Purpose Equipment** - Equipment, the use of which is not limited to research, medical, scientific or other technical activities. Examples of general purpose equipment include office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment.

**Government Furnished Equipment** – Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

**Government Production and Research Property** - Government-owned facilities, Government-owned special test equipment, and special tooling to which the Government has title or the right to acquire title.

**Government Property** - All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both GFP and Contractor Acquired Property (if the Contractor Acquired Property vests in the Government).

**Individual Item Record** - A separate card, form, document or specific line(s) of computer data used to account for one item of property.

**Industrial Plant Equipment (IPE)** - Plant equipment in federal stock group 34 with an acquisition cost of $15,000 or more.

**Material** – Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

**Nonprofit Organization** - Any corporation, foundation, trust, or institution operated for scientific, educational, or medical purposes, not organized for profit, and no part of the net earnings of which inures to the benefit of any private shareholder or individual.

**Nonseverable** – Property that cannot be removed after erection or installation without substantial loss of value or damage to the property or to the premises where installed.

**Other Plant Equipment** - Plant equipment not listed as IPE, regardless of dollar value.

**Plant Equipment** - Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.
**Property** - All property, both real and personal. It includes facilities, material, special tooling, special test equipment, and agency-peculiar property.

**Property Administrator** - An authorized representative of the contracting officer assigned to administer the contract requirements and obligations relating to GP.

**Real Property** - Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment.

**Salvage** - Property that, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value.

**Scrap** - Personal property that has no value for its basic material content.

**Special Purpose Equipment** - Equipment which is used only for research, medical, scientific, or other technical activities.

**Special Test Equipment** - Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including standard or general purpose equipment that are interconnected and interdependent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes.

**Special Tooling** - Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items.

**Stock Record** - A perpetual inventory record which shows, by nomenclature, the quantities of each item received and issued and the balance on hand.
ACRONYMS

ACO - Administrative Contracting Officer
ADPE - Automated Data Processing Equipment
CRE - Centrally Reportable Equipment
DFAR - Defense Federal Acquisition Regulation
DIPEC - Defense Industrial Property Equipment Center
DOD - Department of Defense
FAR - Federal Acquisition Regulation
GFE - Government Furnished Equipment, same as GFP
GFP - Government Furnished Property, same as GFE
GP - Government Property
GPA - Government Property Administrator
GPI - Government Property Inventory
IPE - Industrial Plant Equipment
MMCPI - Manager Material Control/Property Inventory
MRR - Memorandum Receiving Report
NASA - National Aeronautics and Space Administration
NIH - National Institute of Health
NSF - National Science Foundation
OMB – Office of Management and Budget
ONR - Office of Naval Research Resident Representative
PA - Property Administrator
<table>
<thead>
<tr>
<th>GSA CODE</th>
<th>DESCRIPTION</th>
<th>REVISED CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>New - excellent</td>
<td>1</td>
</tr>
<tr>
<td>N2</td>
<td>New - Good</td>
<td>1</td>
</tr>
<tr>
<td>N3</td>
<td>New - Fair</td>
<td>2</td>
</tr>
<tr>
<td>N4</td>
<td>New - Poor</td>
<td>3</td>
</tr>
<tr>
<td>E1</td>
<td>Used - Reconditioned Excellent</td>
<td>4</td>
</tr>
<tr>
<td>E2</td>
<td>Used - Reconditioned still in good usable condition</td>
<td>4</td>
</tr>
<tr>
<td>E3</td>
<td>Used - Reconditioned Fair</td>
<td>8</td>
</tr>
<tr>
<td>E4</td>
<td>Used - Reconditioned -Poor</td>
<td>9</td>
</tr>
<tr>
<td>01</td>
<td>Used - Usable w/out repairs Excellent</td>
<td>4</td>
</tr>
<tr>
<td>02</td>
<td>Used - Usable w/out repairs -Good</td>
<td>5</td>
</tr>
<tr>
<td>03</td>
<td>Used - Usable w/out repairs -Fair</td>
<td>6</td>
</tr>
<tr>
<td>04</td>
<td>Used - Usable w/out repairs - Poor</td>
<td>6</td>
</tr>
<tr>
<td>R1</td>
<td>Used - Repairs required -Excellent</td>
<td>7</td>
</tr>
<tr>
<td>R2</td>
<td>Used - Repairs required-Good</td>
<td>8</td>
</tr>
<tr>
<td>R3</td>
<td>Used - Repairs required -Fair</td>
<td>8</td>
</tr>
<tr>
<td>R4</td>
<td>Used - Repairs required-Poor</td>
<td>9</td>
</tr>
<tr>
<td>XX</td>
<td>No further value for use originally</td>
<td>X</td>
</tr>
<tr>
<td>SS</td>
<td>Scrap</td>
<td>S</td>
</tr>
</tbody>
</table>
APPENDIX B

CENTRAL RECEIVING
&
INVENTORY CONTROL PROCEDURES
Inventory Control

Policies and Procedures
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(rev. 5/05)
I. GENERAL

I.1. Objective

The primary responsibility of Inventory Control is to maintain accurate records and control of University of Alabama in Huntsville (UAH) and government-owned equipment. Inventory Control will furnish each Budget Unit Head a complete history of all capital equipment purchased or acquired for his or her department. The accuracy of these records depends on the cooperation of the departments to inform Inventory Control of equipment changes, transfers, and relocations.

Inventory Control is located in the Central Receiving Building on John Wright Drive and may be contacted at 824-6315.

I.2. Policy

The University of Alabama in Huntsville (UAH) will maintain accurate and reliable records of capital equipment acquired by UAH.

I.3. Authority and Scope

Inventory Control is responsible for

- Collecting and maintaining property identification data on capital equipment
- Tagging capital equipment with barcode labels

Inventory Control furnishes this data to the Budget Unit Head of each department for review and to Accounting and Finance for auditing purposes.

The policies and procedures in this section are all-inclusive and specialized.

I.4. Definitions

**CAPITAL EQUIPMENT/PROPERTY**

Capital equipment is defined to be an item of movable, non-expendable, and tangible property. Capital equipment has a useful life of more than one year and a cost or value of $2000.00 or more. Capital equipment must be tagged with a barcode label. Capital equipment purchases should have one of the following subcodes: 5100, 5103, 5110, 5120, and 5200. See section IV.2., "Ledger 5-Account
Subcodes.” The designations “property” or “equipment” are used interchangeably with “capital equipment.”

**PROPERTY VALUE**

Property value is the cost of capital equipment, including freight, installation, and other costs necessary to make the equipment operational as originally intended. The value of gifts will be the value placed on them by the donor.

**OBsolete Or SURplus PROPERTY**

Obsolete property is property no longer needed for the purpose intended. If it is not needed in another department, it should be offered for sale and removed from the property and accounting records. Items used as trade-ins for like items are deleted from the property and accounting records. Refer to *Central Receiving Policies and Procedures*, Section IV.1, for proper procedures for declaring surplus property.

**CAnnibAlized, SCraped, OR trAshed PROPERTY**

Cannibalized, scrapped, or trashed properties are capital equipment items that are disposed of with no remaining salvageable or surplus value. If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control (IC). IC personnel will visit the department and inspect the item(s). If IC determines the asset(s) has no value, IC will remove the barcode property label(s) at disposal and dispose of the item(s). The department will be required to complete and sign the *UAH Property Disposition Form* (UAH/INV Form-011 Rev. 5/05, Figure 1). Central Receiving/IC will provide this form, or it can be downloaded from the Business Services website under Forms. **Departments are not authorized to cannibalize, scrap, or trash University property. Only Inventory Control is approved to perform this function.**

**II. INVENTORY SURVEY**

II.1. Procedure

Inventory Control conducts a campus-wide inventory survey every two years. Inventory Control surveys each room on campus that contains equipment. Surveys are conducted using printed reports and/or barcode scanners. Reports used are sorted by department and equipment
custodian. Changes in equipment status are recorded after the survey in the Fixed Asset database of the University’s current Purchasing and Procurement software module.

After completing the survey, Inventory Control compares the new inventory data to the previous inventory data and prepares a list of missing items, which is distributed to the responsible departments. Each department then must provide a status report on those missing items to Inventory Control.

NOTE: Inventory Control is only responsible for collecting data. The departments are responsible for the care and maintenance of the University property that has been assigned to them.

II.2. Codes

Table 1 explains the disposition codes used by Inventory Control.

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Cannibalized for parts</td>
<td>Removes property from records and advises Accounting and Finance to adjust book value.</td>
</tr>
<tr>
<td>DR</td>
<td>Damaged (cannot be used without major repair)</td>
<td>Departments will determine if item is to be repaired. If damage is too severe, status will be changed to CP, ST, or AS when final status is determined by the department.</td>
</tr>
<tr>
<td>ML</td>
<td>Missing or Lost by department</td>
<td>Indicates property is Missing. Inventory data will be transferred to Missing Property Report, and Accounting and Finance will be advised of the change.</td>
</tr>
<tr>
<td>SE</td>
<td>Stolen (evidence of theft found; police investigation in progress)</td>
<td>Item will be deleted from department’s inventory records on receipt of police report.</td>
</tr>
<tr>
<td>TD</td>
<td>Item Transferred off active inventory records.</td>
<td>Indicates item no longer belongs to the University; records are deleted from inventory.</td>
</tr>
<tr>
<td>AS</td>
<td>Item Auctioned or Sold on special bid</td>
<td>Inventory records are deleted after auction or date of sale.</td>
</tr>
<tr>
<td>RT</td>
<td>Item Returned to vendor</td>
<td>Indicates equipment has been returned to the vendor for exchange or refund. Inventory and accounting records for item will be deleted.</td>
</tr>
<tr>
<td>ST</td>
<td>Item Scrapped or Trashed</td>
<td>Inventory Control will take action at department’s request to dispose of equipment.</td>
</tr>
</tbody>
</table>
II.3. **Missing Property**

Property that cannot be located during the inventory survey is earmarked “Missing” on the property records. The Budget Unit Head should make every effort to locate the missing property and advise Inventory Control if items are located.

Missing property will remain earmarked on the department’s property records and the University accounting records for up to three months after completion of the department’s inventory survey. If the missing property is not found after three months, a missing property report will be sent to the Vice President for Finance and Administration for further action. Inventory Control then will coordinate with Accounting and Finance to adjust the book value of the missing property.

**NOTE:** Budget Unit Heads are responsible for all property in their assigned areas. Inventory deletions are subject to internal and external audits. Budget Unit Heads must furnish information to develop a satisfactory response to audit reports.

---

### III. EXISTING PROPERTY

#### III.1. Responsibility

The Budget Unit Head is responsible for all property assigned to his or her area. When the Budget Unit Head changes for an area, the following procedures apply:

- The outgoing Budget Unit Head must sign off and account for all capital equipment in his or her old location before leaving.
- The incoming Budget Unit Head must sign for capital equipment in his or her new location when coming in.

#### III.2. Changes, Transfers, and Relocations

**PROCEDURE**

Departments must notify Inventory Control of any equipment changes, transfers, and relocations. The departments involved must submit a *Property Relocation/Transfer Form* (UAH/INV FORM-010, Rev. 5/05, Figure 2) to Inventory Control. The form is available at the Inventory Control office, the UAH Copy Center, and from the website under Forms under Shipping/Receiving, where it is called “Inventory Property Relocation.”
COMPLETING THE FORM

1. “Date” — Enter the date of the move or transfer.
2. “Move or Transfer Equipment On-Campus” — Mark this box if equipment is to be moved or transferred from one department to another, from one building to another, or from one room to another on campus.
3. “UAH ID NUMBER” — Enter the identification number of the property.
4. “DESCRIPTION” — Provide a description of the property. The description might include manufacturer, model or serial number, weight, size, color, etc.
5. “VALUE” — Provide a dollar value for the property. Provide an estimate if the actual value is unknown.
6. “FROM/TO” — For both the original and new locations of the property, enter the following information:
   • “Name” — Enter the name of the responsible individual or contact person.
   • “Phone No.” — Enter the telephone number of the responsible individual.
   • “Department” — Enter the department name.
   • “Building/Room No.” — Enter the building name and the room number.
   • “Approval” — Obtain signature authorizations of the donating and the receiving Budget Unit Head.
7. “Move Equipment Off-Campus” — Mark this box to move the equipment to a location off-campus.
8. “UAH ID NUMBER/DESCRIPTION/VALUE” — Provide the identification number, a description, and a dollar value for the property as explained above in steps 3–5.
9. “Name” — Enter the name of the responsible individual.
10. “Phone No.” — Enter the telephone number of the responsible individual.
11. “Department” — Enter the responsible individual’s department.
12. “From Location (Bldg/Rm)” — Enter the original building name and room number of the property.
13. “To Location” — Enter the new location including address, city, and state, as applicable, for the property.

14. “Approval” — Obtain the signature authorization of the appropriate Budget Unit Head.

III.3. Loans to Other Organizations

UAH property may be loaned to other organizations with an agreement in writing signed by the appropriate Dean or Director. One copy of the agreement is kept in the Dean’s or Director’s office, and another copy is forwarded to Inventory Control for annual follow-up. All departments loaning equipment must use the UAH Property Relocation/Transfer Form (UAH/INV Form-010, Figure 2) to officially record the loan with Inventory Control.

III.4. Stolen Property

The Budget Unit Head should notify Inventory Control and University Police as soon as he or she suspects capital equipment has been stolen. The property records will be coded “SE” for stolen property, and an investigation will be conducted.

Once the investigation is completed, a report is made to the Budget Unit Head and to Inventory Control. On the basis of the investigation’s findings, a final determination is made concerning disposition of the equipment. If it is to be removed from the property records, Inventory Control will advise Accounting and Finance to adjust the book value. A copy of the police report must be sent to the Inventory Control Office before the item can be deleted from inventory records as stolen.

III.5. Transfers

Transfers of property between departments must be reported to Inventory Control on a Property Relocation/Transfer Form (UAH/INV Form 010, Figure 2). The following information must be typed or printed on the Form:

- Property description
- UAH ID number
- Building and room (original and new locations)
- Budget Unit Head signatures (original and new locations)

Inventory Control will adjust the property records to reflect the transfer. Do not report temporary transfers of 60 days or less, however authorization must be approved by the Budget Unit Head and maintained in departmental files.
NOTE: Property moved within a department must also be reported to Inventory Control to correct property records.

III.6. Off-Campus Use of University Property

A Dean or Director may authorize off-campus use of University property by University employees. Such off-campus use of University property requires written approval by the Dean or Director responsible for the property. If the property is to be used off-campus for more than 60 days, the Property Relocation/Transfer Form (UAH/INV Form 010, Figure 2) must be completed and submitted to the Inventory Office.

III.7. Depreciation

Inventory Control must use the depreciation codes according to Figure 3 when completing the Classification Code field in the receiving portion of the current purchasing database software. These codes are the only ones that can be entered into the Classification Code field.

III.8. Disposal of Property

The normal method for disposing of University property is through surplus declaration. Refer to Central Receiving Policies and Procedures, Section IV.1, for policies and procedures for declaring surplus property.

PROCEDURE

If a department wants to loan a piece of equipment to an off-campus school, business, or organization; cannibalize a piece of equipment for parts; or trash an item because it is no longer repairable or usable and/or has no resalable value, the UAH Property Disposition Form (UAH/INV Form-011, Rev. 5/05, Figure 1) must be used. This form is available in the Central Receiving section of the Business Services website under Forms.

If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control. IC personnel will visit the department and inspect the item(s). If IC determines the asset(s) has no value, IC will remove the barcode property label(s) at disposal and dispose of the item(s). The department will be required to complete and sign the UAH Property Disposition Form (UAH/INV Form-011, Rev. 5/05, Figure 1).

Departments are not authorized to cannibalize, scrap, or trash University property. Only Inventory Control is approved to perform this function.
COMPLETING THE FORM

1. “Date” — Enter the date the item was loaned or disposed.

2. “Capital Equipment Disposition” Flag — Alerts IC to a property status change.

3. “UAH ID NUMBER” — Located or assigned to every item of capital equipment and government-vested property, this number must be included when identifying disposed property.

4. “DESCRIPTION” — Provide a description of the property, including model number and serial number, if available.


7. “Details of Loan Agreement” — List the department loaning the item, the person receiving the item, the off-campus location where the item will be used, and the length and conditions of the loan agreement.

8. Authorization — All actions taken to loan or dispose of a piece of equipment must be approved and authorized by the department chairperson’s signature and Inventory Control.

IV. NEW PROPERTY

IV.1. Screening

Before purchasing new equipment, departments must screen equipment according to the guidelines in Table 2:
Table 2, Capital Equipment Screening

<table>
<thead>
<tr>
<th>Equipment Costs</th>
<th>Screening Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2000.00 – $9,999.99</td>
<td>None</td>
</tr>
<tr>
<td>$10,000.00 – $24,999.99</td>
<td>Department-level</td>
</tr>
<tr>
<td>$25,000.00 – $49,999.99</td>
<td>College-level</td>
</tr>
<tr>
<td>$50,000.00 or more</td>
<td>Campus-wide</td>
</tr>
</tbody>
</table>

All equipment purchases on research funds must be screened by the department and verified and/or approved by Office of Sponsored Programs. **Obtain Screening Form RA93-0 from Office of Sponsored Programs and attach to the Requisition.** On a paper Requisition, check the box that states “This Equipment Has Been Screened.” When submitting an electronic Requisition, enter a “Y” in the “Screened” field on screen 25U.

**NOTE:** To avoid unnecessary or duplicate purchases, the Federal Government requires internal screening of UAH equipment according to Federal Regulations, Office of Management and Budgets (OMB), Circular A110, Attachment O, Paragraph 3.C.1. Equipment must be screened if it falls within the following ranges: $10,000–$25,000, by the department; $25,000–$50,000, by the college; $50,000 and over, campus-wide. Contact Inventory Control at 824-6315 for campus-wide screening.

**IV.2. Ledger 5-Account Subcodes**

Appropriate subcodes must be applied against Ledger 5-account expenditures at issuance of the Purchase Order. Inventory Control will tag the property with barcode labels, as applicable. The dollar value will be entered as the amount issued on the Purchase Order.

Table 3 explains the subcodes that apply to Ledger 5-account expenditures.
Table 3, Ledger 5-Account Subcodes

<table>
<thead>
<tr>
<th>Subcode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4570</td>
<td>Used for supply items when building or manufacturing a piece of equipment or a system only on a Ledger 5-account. Will <strong>not</strong> incur indirect charges.</td>
</tr>
<tr>
<td>4571</td>
<td>Used for supply items when building or manufacturing a piece of equipment or a system only on a Ledger 5-account. <strong>Will</strong> incur indirect charges.</td>
</tr>
<tr>
<td>5100</td>
<td>Used for the initial set-up for equipment purchases of $2000 or more; not associated with building construction.</td>
</tr>
<tr>
<td>5103</td>
<td>Used for internal enhancements over $2000; the Purchase Order will reference the existing inventoried equipment. The enhancement will be assigned a barcode number and entered into the inventory records the same as subcode 5100 items.</td>
</tr>
<tr>
<td>5110</td>
<td>Used for equipment being installed on or attached to an existing piece of equipment; the Purchase Order will reference the existing equipment’s ID number, serial number, etc. The installed equipment will be inventoried as a subset of the original equipment. The ID number of the installed equipment will be the same as that of the original equipment, except for the last digit.</td>
</tr>
<tr>
<td>5120</td>
<td>Used for vehicles.</td>
</tr>
<tr>
<td>5200</td>
<td>Used for Lease/Purchase agreements (does not apply to lease-only items).</td>
</tr>
</tbody>
</table>

**IV.3. Equipment Obtained Without a Purchase Order**

Inventory Control will inventory equipment not obtained against a Purchase Order only when appropriate backup documentation is available. Appropriate backup documentation may include the following:

- *Property Relocation/Transfer Form* (UAH/INV Form-010)
- *Temporary On-Loan/Donated Equipment Inventory Form* (UAH/INV Form-012)
- U.S. Government Form 1149 that states the origin of the item

**IV.4. Lease/Purchase Arrangements**

Equipment obtained under a Lease/Purchase arrangement will be inventoried at the Lease/Purchase value. Inventory Control will notify Accounting and Finance when these transactions are processed. Since the Lease/Purchase value differs from the Purchase Order amount and

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extends from three to five years, these transactions will be compared at year-end with the Lease Purchase Report prepared by Purchasing Services.

IV.5. General Procedure

All new property is tagged at Central Receiving before delivery to departments.

If a department picks up property directly from a vendor, or delivery is made directly to the department, the department must submit a Memorandum Receiving Report (MRR) to Central Receiving. Central Receiving will inventory and tag the property and then forward the MRR to Accounts Payable for payment to be issued. For more information on the MRR, see Section II.3, “Memorandum Receiving Report,” in Central Receiving Policies and Procedures.

**NOTE**: If Accounts Payable fails to receive an MRR from the department, on receipt of the invoice, no payment will be issued. The department must submit an MRR to Central Receiving to confirm receipt of the equipment, to have the equipment inventoried, and to have payment issued.

Government property valued at $5,000 or more, or property vested in the Government, will be tagged with a special Government/UAH barcode label.

IV.6. Purchased Property

**DEPARTMENT**

- The Budget Unit Head determines the need for capital equipment and seeks approval through the budget process. For expenditures against Ledger 5-accounts, the department seeks approval from Office of Sponsored Programs before submitting a Requisition to Purchasing Services.
- The department screens the equipment according to the guidelines in Section IV.1, “Screening.”
- The department submits a Requisition with appropriate signature approvals to Purchasing Services to initiate the purchase of capital equipment.

**PURCHASING SERVICES**

- Purchasing Services obtains electronic approvals for expenditures against Ledger 5-accounts (from Contracts and Grants Accounting)
and expenditures associated with equipment and contracted services (from Office of Sponsored Programs).

- Purchasing Services obtains competitive pricing and/or bids. Amounts over $10,000 will require approval from the Vice President for Finance and Administration.
- Purchasing Services issues a Purchase Order.

**CENTRAL RECEIVING/INVENTORY CONTROL**

- On receipt of merchandise, Central Receiving matches the Purchase Order to the product and packing list to verify that items received are as those ordered.
- Central Receiving enters the necessary receiving information into the current purchasing and procurement database so Accounts Payable can process payment at invoice arrival.
- On payment of invoice, a pending asset file is created for each equipment item. The Purchase Order number becomes the pending asset number.
- Notification of new pending asset numbers is sent each day to the Inventory Control Office. The pending asset numbers are changed to approved assets using the UAH barcode number as the approved asset number.
- For capital equipment, Central Receiving/Inventory Control tags the equipment with a barcode label.
- Inventory Control sets up a property record for each equipment item in the current purchasing and procurement database that contains the following information:
  - UAH property number
  - Unit cost
  - Manufacturer
  - Purchase Order number
  - Model number
  - HEGIS (department number)
  - Custodian (Principal Investigator)
  - Item description
  - Acquisition date (received date)
  - Building and room number
  - Serial number
  - Account number(s)
  - Vendor

(rev. 5/05)
DIRECT DEPARTMENTAL DELIVERY OR PICK-UP

When property is received other than through Central Receiving, the department submits an MRR to Central Receiving (see Section IV.5, “General Procedure”).

IV.7. Property from Federal Contracts and Grants


Capital equipment may be obtained in the process of working on federal contracts and grants. All items purchased against a contract are capitalized. Capital equipment may be borrowed from the government against a contract. In either case, UAH is responsible for the care and maintenance of equipment records, which are maintained the same as UAH property records.

When the contract is closed, the borrowed equipment is either returned to the lending government agency or given to UAH. A signed statement from the agency is necessary for equipment transfer to UAH. Inventory Control will transfer the property records. Inventory Control will coordinate with Accounting and Finance, who will set up accounting records on the equipment.

IV.8. Gifts and Donations

POLICY

University Development records and acknowledges all gifts and donations of capital equipment according to established institutional policy and procedures, particularly Rule 411 of The Board of Trustees of The University of Alabama. Those policies and procedures require, in some instances, that a gift be accepted by action of the Board itself. Other gifts may be accepted by designated University officials, including the president or a vice president, dean, research center director or department chair, but only if certain, stated conditions are met. As a general rule, no faculty or staff member or student is authorized on behalf of the University to accept a gift or enter into an agreement with a prospective donor for the purpose of obtaining a gift. All gifts and donations must be coordinated through the University Development office.
PROCEDURE

Before a noncash gift can be accepted, a UAH Non-Cash Gift Approval/Acceptance Report Form, available from University Development or on the website www.uah.edu/admin/budget/forms, must be completed by an appropriate individual within the unit, who will be the primary user or beneficiary of the property or who has been involved otherwise in developing the gift. The Acceptance Form should be submitted to the Vice President whose responsibility includes the user/beneficiary unit through the officials in the administrative chain, who will each indicate their approval or disapproval.

A UAH employee must not arrange delivery or take possession of property proposed to be given to the University until the gift has been approved and accepted according to established policies and procedures.

University Development provides information and documentation regarding the donated property to Inventory Control and Accounting and Finance. This list indicates:

- Donor
- Description
- Quantity
- Department delivered to or taking possession
- Value

Inventory Control sets up property records. Accounting and Finance sets up accounting records.

A Temporary On-Loan/Donated Equipment Form (Rev. 05/2005, Figure 4) must be completed for each approved asset received through donation and valued at $2000 or greater. This form is for inventory purposes only and is in addition to any and all requirements of University Development and the Office of Sponsored Programs.

IV.9. Federal Surplus Purchases

Equipment may be purchased, when authorized, from federal surplus sales.

- If the equipment originally cost the U.S. Government $2,500 or more, the equipment is classified as “RESTRICTED” and cannot be disposed of or removed from the State unless approved by the Alabama State Agency for Surplus Property.
- If the equipment is to be used for the purpose originally intended, the equipment is set up in UAH property and

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accounting records as other capital equipment. If the property is acquired for spare parts, fabrication, etc., it is expensed.

IV.10. Fabricated Equipment

Equipment fabricated using UAH parts and labor and meeting the requirements of capital equipment (see Section I.4, “Definitions”) must be capitalized. Inventory Control sets up property records on such equipment and notifies Accounting and Finance to set up accounting records. The equipment’s value is recorded as the expensed parts and labor associated with the fabrication.

Subcode 4570 or 4571 should be used for supply items when building or manufacturing a piece of equipment or a system only on a Ledger 5-account.

IV.11. Personal Equipment

UAH employees with personal equipment on campus must maintain control of their equipment. UAH provides insurance coverage for personal property in employees’ care, custody, and control for up to $2,500 per location.

IV.12. Record Retention

Retain property inventory records (survey documents and surplus/cannibalized/disposed assets) three years after the end of the fiscal year in which the records were created; then destroy.

IV.13. Temporary On-Loan/Donated Equipment

PROCEDURE

Departments that receive from outside agencies or companies equipment valued at $2000 or greater on loan must report to Inventory Control the receipt of this equipment. Use the Temporary On-Loan/Donated Equipment Inventory Form (UAH/INV Form-012, Rev. 05/2005, Figure 4) to report to Inventory Control the receipt of loaned assets. This form is available on the Business Services website under Forms under Shipping/Receiving, where it is called “Asset Loan Receipt.”

This form is for reporting required inventory information to Inventory Control for capital assets received by the University through the following methods:
• Temporary loaned equipment valued at $2000 or greater from an outside agency or entity
• Donation of equipment valued at $2000 or greater by an outside agency or entity

**NOTE:** This form is NOT to be used for gift receipt purposes. Donated equipment must be coordinated in advance through the University Development Office, according to University Development policy and procedures, using the UAH Non-Cash Gift Approval/Acceptance Report (available through the University Development office). A copy of the gift approval report should be attached to the Temporary On-Loan/Donated Equipment Inventory Form.

**COMPLETING THE FORM**

1. “Date of Inventory Addition Request” — Enter the date the item is physically received by the University department.

2. “DESCRIPTION OF RECEIVED ASSET(s)”

3. “MODEL No.” — Enter manufacturer’s model number for asset. If item is fabricated, use “FABRICATED” as the model number.

4. “DESCRIPTION” — Provide a detailed description of asset. Include manufacturer’s name, brand name (e.g., Presario, Optiplex) and detailed technical description and component content.

5. “SERIAL No.” — Enter manufacturer’s unique serial number for asset. If item is fabricated, use “FABRICATED” as the serial number.

6. “VALUE” — Enter the total value of the equipment as declared by lender or donating entity.

7. “UAH Location of Equipment” — List the exact building, room number, and department where the asset will be located.

**NOTE:** If property is relocated at any time, a UAH Property Relocation/Transfer Form shall be completed by the department and forwarded to Inventory Control.

**DETAILS OF INCOMING LOAN**

7. “Length of Loan” — Record the intended length of loan. How long does the department intend to keep the asset or what specific length of time is specified in terms of loan?
8. “Terms and Conditions of Loan” — Record any terms and conditions of the loan (specific project use, restrictions on use, requirements for use, etc.)

9. “PROPERTY OWNER” — **For loaned equipment only. Do not use for donated equipment.** Record the contact name, telephone number, company name, and department of the entity making the loan. Signature of the loaning entity’s authorized agent is required.

10. “UAH CUSTODIAN” — Record the name of the person directly accountable for the loaned or donated equipment asset. Include telephone number, responsible department, building and room number of custodian.

11. “Department Head Approval Signature” — Dean’s or Director’s signature is required.

**NOTE:** Return of temporary asset(s) owned by outside agencies to property owner(s) must be reported immediately to Inventory Control using the *UAH Property Disposition Form.*
INVENTORY CONTROL ATTACHMENTS

List of Figures

FIGURE 1 . . . . UAH Property Disposition Form
FIGURE 2 . . . . Property Relocation/Transfer Form
FIGURE 3 . . . . Classification Codes
FIGURE 4 . . . . Temporary On-Loan/Donated Equipment Inventory Form
Use this form to authorize:
- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

INSTRUCTIONS:
Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is lost or damaged while in the individual's possession. The appropriate signatures by the Department Chairman and Budget Unit Head must be included.** Submit the completed form to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions.

Date of disposal or loan: ①

② Capital Equipment Disposition

<table>
<thead>
<tr>
<th>UAH ID NUMBER</th>
<th>DESCRIPTION</th>
<th>DISPOSITION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disposal Justification:
⑥

Details of Loan Agreement:
Department Loaning Equipment: ⑦
Receiver of Loaned Equipment:
Location of Loaned Equipment:
Length and Condition of Loan:

⑧ I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

_________________________/_______________             _____________________________/______________
Department Chairman                      Date                                         Budget Unit Head                         Date
**Figure 2**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY RELOCATION / TRANSFER FORM

**This form is for inventory purposes only and is to be used when the department:**
- Moves an item of equipment from one area of the department to another
- Transfers an item of equipment from one department to another
- Takes an item of equipment off-campus

For assistance from the Physical Plant with any move request, please use the Physical Plant Move Form (UAH/PP-011).

**INSTRUCTIONS:**
Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is damaged.**

### Move or Transfer Equipment On-Campus

<table>
<thead>
<tr>
<th>UAH ID NUMBER</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FROM**
- Name
- Phone No.
- Department
- Building/Room No.
- Department Head Approval

**TO**
- Name
- Phone No.
- Department
- Building/Room No.
- Department Head Approval

### Move Equipment Off-Campus

<table>
<thead>
<tr>
<th>UAH ID NUMBER</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name**
- Phone No.
- Department
- From Location (Bldg/Rm)
- To Location
- Approval

Department Head
### Figure 3

**Property Classification Codes, FRS Screen 581**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>000100 Computer Equipment</td>
<td>5</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>000200 Office &amp; Business Machines</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>000300 Copiers</td>
<td>5</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>000400 Audio / Visual Equip.</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>000800 Computer Equipment (Manual Depreciation)</td>
<td>5</td>
<td>MAN</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>001000 Furniture</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>002000 Lab/Scientific Equipment</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>002500 Government Furnished Equipment</td>
<td>5</td>
<td>NO</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>003000 Medical Equipment</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>004000 Athletic &amp; Recreation Equipment</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>005000 Tools &amp; Machinery</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>007000 General Equipment</td>
<td>8</td>
<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
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<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>007500 General Equipment (No Depreciation)</td>
<td>8</td>
<td>NO</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
<tr>
<td>008000 University Vehicles</td>
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<td>SL</td>
<td>M</td>
<td>Y</td>
<td>P</td>
<td>M</td>
<td>073550</td>
<td>1740</td>
<td>1390</td>
<td>5330</td>
<td>5570</td>
<td>5700</td>
</tr>
</tbody>
</table>

(rev. 5/05)
This form is for TEMPORARY ASSET/DONATED EQUIPMENT inventory purposes only and is to be used when:

- A department receives item(s) of capital equipment valued at $2000 or greater on temporary loan from an outside agency, or
- A department receives donated item(s) of capital equipment valued at $2000 or greater

INSTRUCTIONS: This form is NOT to be used for gift receipt purposes. Donated equipment must be coordinated in advance through the University Development Office, in accordance with University Development policy and procedures, using the UAH Non-Cash Gift Approval/Acceptance Report. This inventory form shall not substitute as a gift receipt. Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Inventory Control, Central Receiving Building, Room 101. Call 824-6315 if you have any questions. NOTE: Campus relocation of assets must be reported using the Inventory Property Relocation form.

<table>
<thead>
<tr>
<th>Date of Inventory Addition Request:</th>
<th>1</th>
</tr>
</thead>
</table>

**DESCRIPTION OF RECEIVED ASSET(s):**

<table>
<thead>
<tr>
<th>MODEL No.</th>
<th>DESCRIPTION</th>
<th>SERIAL No.</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UAH Location of Equipment: Building:</th>
<th>Room:</th>
<th>Department:</th>
</tr>
</thead>
</table>

**DETAILS OF INCOMING LOAN:**

<table>
<thead>
<tr>
<th>Length of Loan:</th>
<th>Terms and Conditions of Loan:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPERTY OWNER (Loaned Equip. Only):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No.</th>
<th>Company/Govt. Agency Name</th>
<th>Building/Room No./Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UAH CUSTODIAN (All Equipment):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No.</th>
<th>Department</th>
<th>Building/Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RETURN OF ASSET AT END OF LOAN TERM**

Return of temporary assets owned by outside agencies to property owner(s) must immediately be reported to Inventory Control using the Inventory Control Property Disposition form. Inventory Control must be notified in advance of return so that the property tag(s) can be removed prior to returning property to owner.

For Inventory Control Use Only

<table>
<thead>
<tr>
<th>UAH Property Tag No.:</th>
<th>UAH System Asset No.:</th>
<th>Date Created:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record Entered by: 
Signature/Title

UAH/INV Form-012 (Rev. 03/2005)