

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3900

PAGE 1 of 10

PROCEDURE TITLE: Property Management

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64 AND 1001.65

BASED ON POLICY: III-60 College Property: Receipt, Custody, Insurance and Control

EFFECTIVE DATE: 11/8/2005

LAST REVISION DATE: 1/12/2010

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I. PURPOSE

- A. To provide a system for the care, custody, and control of College property or equipment, which includes furniture and equipment purchased or acquired by all organizational units of the College regardless of the source of the funds (current, restricted, auxiliary, unexpended plant). The term property used in this procedure:
1. Includes property or equipment costing \$1,000 or more per item, whether acquired by purchase or by lease-purchase.
 2. Includes donated property or equipment valued at \$1,000 or more per item.
 3. Includes other selected items of property or equipment.
 4. Covers furniture, equipment, and similar capital/property items, which should have a life expectancy of one (1) year or more.
 5. Will not include parts used in the repair of equipment.
- B. To provide an administrative process for removing property from the College records and the College premises including the establishment of a College Survey Board/Committee and related procedures.
- C. For Insurance on Construction Projects, see Procedure 3990.

II. PROCEDURE

A. Decaling College Property

In order to help provide adequate control, property control decals are attached to the following items:

1. All computers and all property or equipment costing \$1,000 or more per item requires decaling, whether acquired by purchase or by lease-purchase.
2. When property or equipment is acquired by gift, such gifts, determined by College staff to have a value of \$1,000 or more per item, will be decaled. The department receiving the gift advises the Receiving Department that the gift has been received. Gifts of property or equipment may be accepted by the College in accordance with Policy I-73 AUTHORIZATION TO ACCEPT GIFTS MADE TO MIAMI DADE COLLEGE, and MDC Procedure 1071 GUIDELINES FOR THE ACCEPTANCE OF GIFTS TO MIAMI DADE COLLEGE.
3. Other selected items of property or equipment will be decaled, when applicable. This may include low cost, highly portable equipment.
4. Identification of property to be decaled:
 - a. Property information as noted on each purchase order in the 706 and 710 general ledger code series will be forwarded to Receiving Department electronically or in paper form.
 - b. Receiving department will identify property requiring decals to be affixed upon receipt.
5. Property Management/Receiving Department will maintain property control decals and will affix the appropriate property control decal to each property item where it can be readily seen and subjected to the least wear (on the right side, if possible).
 - a. Property received through Receiving, North Campus, will be decaled before shipment to the departments.
 - b. Unassembled items will be decaled after being assembled in the department. Property Management must be notified within 48 hours after assembly.
 - c. Property received directly by departments will be decaled in the departments. Departments receiving property or equipment directly from the vendor at the department level must submit an “Odyssey Receiving Document” form (see Business Affairs website for form) to the Receiving Department as soon as the property or equipment is received in order to expedite the receiving and payment process. Upon notification, the Property Management will assign and affix the property control decal to the item within (5) working days after notification is received from the department.

6. Property Not Decalable

- a. While certain property cannot be decalated because of its small size, shape or nature, these items will be assigned a property control number. The property control decal will be affixed to pages of a binder prepared by the Property Management Department. A separate binder will be maintained for each campus and/or location in order to facilitate the inventory process.
- b. Items that cannot be decalated but can be engraved will be assigned a property control number and this number will be engraved onto the property items instead of having a decal affixed. These decals will be affixed to pages of a binder by the Property Management Department and maintained with the items explained in 6.a., above.

7. Software

- a. Intangible items such as software are not readily markable for inventory purposes and will not be assigned property control decals. If purchased software significantly extends the useful life of an existing asset and/or increases the fair value of the asset, the value may be included as a component of the existing asset. A property control decal will be affixed to the existing asset only if the value is increased to more than \$1,000 as a result of the added component. The determination of value and useful life will be made by the Property Management Department.

8. Personal Property

- a. The College is not responsible for the maintenance or security of personal property brought on the campus. The insurance program maintained by the College does not cover such personal property. Personal property is not decalated.

9. Rental Property

- a. Rental property is not decalated. The property custodian or area renting property or equipment has sole responsibility for rental equipment or property.

10. Custody of Property

- a. Custody of office furnishings and specialized equipment peculiar to a division will be assigned to the department head that is responsible for the security of the equipment.
- b. Custody of general classroom furnishings and custodial equipment will be assigned to the Campus Services Supervisor or other appropriate administrator who shall assume responsibility for the security of the equipment.
- c. Custody of plant maintenance equipment will be assigned to the Director of Plant Maintenance.
- d. Custody of equipment purchased from restricted funds will be assigned to the project director or principal investigator of the program.
- e. Custody of loaned equipment, located inside or outside the College, remains with the custodian of record.

- f. Custody of equipment sent out for repair remains the responsibility of the custodian of record.

B. Repairs to Equipment

1. Departments having equipment in need of repair will notify their Campus Services Office, which coordinates repairs to equipment. When a department makes separate arrangements for the repair of equipment, that campus shall establish the necessary coordinating arrangements through that Campus Services Office.

C. Moving, Transferring or Loaning College Property

1. Movement of College Property

- a. Property may be moved or relocated freely within a college department provided custody of said property does not change.
- b. Property moves, which are between different College departments, are classified as property transfers.

2. Transfer of College Property

- a. When college property is transferred from one custodian (department) to another, a Transfer or Temporary Custody of College Property form must be prepared by the custodian transferring the property. If Campus Services is needed to move the equipment, the Work Request Plant Maintenance form must be prepared. Both documents are to be forwarded to Campus Services.
- b. The department to which the equipment is being transferred must complete the Transfer or Temporary Loan of College Property form (signature noting receipt of property), forwarding a copy to Property Management.
- c. When a Transfer or Temporary Loan form is received, Property Management will make the necessary change in the inventory record.
- d. Departments having equipment in usable condition but excess to its current need, will complete the Transfer or Temporary Loan of Property form and send it to the Property Management Department, requesting transfer of the items to a storage area designated by the College. (See Section D, College Pool of Usable Equipment).
- e. The custodian of property or equipment purchased from restricted funds is responsible for ensuring that the College is in compliance with all applicable guidelines promulgated by the external funding agency as it relates to ownership, management, transfer and disposal of the property. Applicable guidelines include, but are not limited to, Code of Federal Regulations, OMB Circulars, or other agency-specific policies and procedures

3. Temporary Custody (Loan) of College Property

- a. College employees, who require use of college equipment or property in conjunction with official business or course of instruction, must file a Transfer of Temporary Custody of College Property form approved by the property custodian.

- b. Upon receipt of a Transfer or Temporary Custody of College Property form, Property Management will assign the appropriate property status code to indicate that the item is “on loan”.
- c. A copy of the transfer form is kept on file by the department until the borrower returns the property item, and then it is forwarded to Property Management where the property status is updated.

D. College Pool of Usable Equipment

1. Property Management will maintain an inventory of excess items of equipment so they will be available for use elsewhere within the College. Interested administrators or chairpersons can request a copy of this inventory list and request transfer of an item to their department if such need exists. Property Management will keep the Purchasing Department updated on excess usable items for consideration before the same items are purchased new from outside the College.

E. Annual Inventory and Reporting of Missing Equipment

1. A complete physical inventory of all equipment shall be taken annually. The inventory date, status, and location will be indicated on the property record for each property or equipment item.
2. Inventory records for each campus will be downloaded from the Property Management Database to hand-held scanning devices maintained in the Property Management Department.
3. Property Management personnel will scan the barcode of the property control decal for each property item listed for a given location.
4. Property control decals for inventory items that are non-decalable or engraved, as described in Section II.6., will be scanned by Property Management personnel via the non-decalable item decal binder maintained for that campus or location.
5. An Inventory Listing showing results of each annual physical inventory will be distributed to property or equipment custodians for verification and resolution of any missing property or equipment items in their custody.
6. Custodians of record having missing items of property or equipment are required to account for the property or equipment through one of the following methods:
 - a. Determine the location of the missing item and send this, along with other relevant information, to Property Management.
 - b. If the item was transferred to another area or department, complete a Transfer or Temporary Loan of Property form and forward to Property Management.
 - c. If the missing item was surveyed, attach a copy of the Survey Request, Report and Expenditure form to the Inventory Listing and return to Property Management.
 - d. If the missing item is believed to be stolen recently, report it immediately to Public Safety (see Section II.F., below) and send a copy of the police report to Property

Management.

- e. If the missing item is not found after the next annual inventory, the custodian will submit a Survey Request form to remove the item from the College property records.
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7. After Inventory Listings are returned to Property Management by each property custodian, a final Inventory Status Report will be distributed to the area Campus President or District Vice Provost if any missing or unresolved items remain.

F. Stolen Property or Equipment

1. If it is determined that an item of equipment has been stolen, report this promptly to the Public Safety Department where an Incident Report and law enforcement investigation will be requested.
 - a. Copies of the reports will be forwarded from Public Safety to Property Management where an appropriate entry will be made on the inventory record.
 - b. If equipment is not located within three (3) months from the date the police report is submitted, a Survey Request, Report and Expenditure form should be submitted by the department that had custody of the equipment.
 - c. Upon approval of the Survey Request by the District Board of Trustees, Property Accounting will remove the item(s) from the active inventory file.
2. If an item is missing and it is presumed that the item may have been stolen, every effort should be made to determine what happened to the item. (e.g. was moved to another room, transferred to another department, loaned out, etc.) The custodian will submit a missing property custodian findings report to Public Safety, detailing the known facts regarding the recent history of the missing item, including the decal number, serial number (if applicable), and estimated missing date. Public Safety will issue an incident report or police report case number to the custodian. The custodian will submit a survey request with attached incident report or case number to Property Management.
3. Recovery of Equipment Reported Stolen
 - a. If the property/equipment is recovered, Public Safety, or the department having custody of the item, will notify Property Management.
 - b. A Report on Plant Property Recovered form (see Business Affairs website for form) will be completed by Campus Services, with a copy forwarded to Property Management for the recording and reactivating of the property record.

G. Equipment Purchased from Restricted Funds (Fund 2)

1. Property or equipment purchased from restricted funds is given the same care, custody, and control as all other equipment of the College.
2. The custodian of property or equipment purchased from restricted funds is responsible for ensuring that the College is in compliance with all applicable guidelines promulgated by

the external funding agency as it relates to ownership, management, transfer and disposal of the property. Applicable guidelines include, but are not limited to, Code of Federal Regulations, OMB Circulars, or other agency-specific policies and procedures.

3. When the custody of property or equipment must be transferred to the funding agency upon completion of the contract or grant period, the project director or principal investigator must complete a Survey Request and forward it to Property Management to facilitate its removal from the property records in accordance with College procedures. Refer to Section H "Disposal of College Equipment."

H. Disposal of College Equipment

1. Property or equipment that has been decaled and entered in the property records, cannot be removed from the inventory of the custodian of record for disposal in any manner, whether the property or equipment is to be traded in, donated to another organization, transferred to a funding agency of a grant for contract, removed due to damage or obsolescence, was stolen or is missing, except by means of an approved Survey Request, Report and Expenditure form.

I. Survey Request, Report and Expenditure Form

1. To dispose of items which are obsolete, damaged beyond repair, have no value to anyone within the College, or are to be traded-in on new equipment, the chairperson of the department having custody of the equipment will file a Survey Request, Report and Expenditure form with Property Management.
2. The Survey Request for items purchased from restricted funds, being transferred to a government agency or other organization or department within the College, is to be filed by the grant project manager.
3. The disposal in any manner of items purchased with restricted funds must be approved by the appropriate governing agency. Survey Requests submitted for items purchased with restricted funds must include documentation of this approval, such as an approval letter, grant document, or contractual agreement.
4. Property items that are missing cannot be surveyed unless a complete and verifiable explanation as to the missing item's, disposition is included with the Survey Request and subsequently deemed by Property Management as acceptable to be considered as a Survey Committee item.

J. The Survey Board

1. The Vice Provost of Business Affairs will establish a Survey Board for the purpose of making recommendations to the District Board of Trustees regarding property or equipment, which has become obsolete, damaged beyond repair, stolen, or has no value to anyone within the College.
2. The Survey Board will consist of a chairperson and not less than six other members

appointed by the Vice Provost for Business Affairs. Membership on the Survey Board should provide college-wide representation.

3. The Survey Board will review all Survey Requests and shall have discretion to:
 - a. Classify as surplus all property or equipment represented on the Survey Requests.
 - b. Determine the dollar value of all surplus property or equipment.
 - c. Determine if the surplus property or equipment is to be offered first to another governmental agency, or to the general public.
 - d. Classify surplus property or equipment as "scrap."

K. Disposition of Surveyed Property Items

1. The Survey Board's recommendation will be recorded on the Survey Request, signed by not less than four members, and forwarded to the chairperson of the Survey Board. The chairperson will review the recommendations, sign the Survey Request, and forward it to the Vice Provost for Business Affairs for approval.
2. After the Survey Request has been approved by the Vice Provost for Business Affairs or designee, The original copy of the form is submitted with Board package for the Board of Trustees approval all other copies of the form are returned to Property Management for distribution, and for the recording of the current status of the property in the property records. Property Accounting will be notified by Property Management of the approved disposition of surveyed items.
3. The Survey Committee may recommend a surplus property item be traded in, sold, or scrapped, depending on the nature and value of the item.
 - a. Trade in. The Purchasing Department will coordinate the trade in of surveyed property.
 - b. Property will be sold depending on its value.
 - i. Surplus property valued at \$500 or more per item, shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than one week and not more than two weeks prior to sale, in a newspaper having a general circulation in Miami-Dade County. The Purchasing Department will coordinate the sale of these items. {See # 5 for further details.}
 - ii. Surplus property valued between \$100 and \$500 per item, shall be sold only to the highest responsible bidder after a request for at least three bids, or by public auction. The Purchasing Department will coordinate the bidding process and/or will arrange for the announcements of public auctions. The Property Management Manager will coordinate auctions.
 - iii. Surplus property valued under \$100 per item, may be sold to any person. The Property Management Manager will coordinate the sale of these items.
 - iv. Surplus property recommended to be scrapped may be donated, destroyed, or abandoned (provided it does not have any commercial value, otherwise it could possibly be sold for a nominal amount.
 - v. Property that is recommended for disposal by the Survey Board and approved by the Vice Provost for Business Affairs will be sent to Property Management. The affected

department will prepare a Transfer of Property or Temporary Loan of College Property form (available from Property Management) to transfer the item from the department to Excess Property. Before removal from the active inventory records, Property Accounting will advise the Vice Provost for Business Affairs and request approval by the District Board of Trustees. Subsequent to approval, Property Accounting will adjust the plant property account of the College.

4. Verification from Property Accounting

- a. No item with a property control decal is to be disposed of without prior verification from Property Accounting that the method meets all requirements in this procedure. This verification will be recorded on the Survey Request.

5. Procedures for Selling Surplus Property Equipment Valued over \$500

- a. If the Survey Committee determines that surplus equipment is to be sold, the procedures in Section K. and in this section will be followed.
 - i. When vehicles are to be sold, the following information should be submitted with the Survey Request.
 - (1) Suggested minimum price acceptable (if applicable)
 - (2) Make, year, condition, serial number, P.C. number.
- b. Check required with bid
 - i. All bidders on public bids are required to send a certified or cashiers check in the amount of at least 10% of the bid along with their sealed bid to the Purchasing Department before the advertised closing date and time.
- c. Inspection of items
 - i. Bidders may call the Purchasing Department for the location of bid items so they can inspect them.
- d. Bid opening
 - i. At the bid opening the following personnel may be present:
 - (1) Buyers (optional)
 - (2) Director of Purchasing or Assistant
 - (3) Survey Committee Members (optional)
 - (4) Bursar Representative
 - (5) Recording Secretary from Purchasing
 - ii. The College shall accept the highest bid.
- e. Refund of check (see item b above)
 - i. Upon bid opening and award, all checks from unsuccessful bidders will be returned.
- f. Payment in full
 - i. The successful bidder (buyer) will have three (3) working days to pay by certified or cashiers check for items awarded. Checks will be given to the Campus Bursar who will give the buyer an official college receipt.
- g. Transfer of title
 - i. In the event of the sale of surplus items, i.e. vehicles, where a transfer of title

form is used, the authorized Purchasing Department representative will sign and notarize the transfer when a paid-in-full receipt is shown by the buyer, and the check given for the items has been honored by the drawer bank.

h. Removal of items sold

i. The cost of transferring the equipment shall be paid by the governmental unit or person making the successful bid. Buyer will have ten (10) College working days to remove the items from College property unless otherwise approved by the Director of Purchasing. (The College is not responsible for items after they are paid for in full and the title is transferred). All sales are final - items cannot be returned for a refund as they are sold "as is".

i. Items for which no offer to buy is received.


(1) If after a reasonable period of time, no offer is received for an item, Property Management will notify the Survey Board. The Survey Board may then change the disposition to allow disposal by other methods.

6. Recording of disposed equipment

a. The final disposal of all equipment shall be properly recorded by Property Management and the record forwarded to Property Accounting for updating College records.

7. Reporting to the District Board of Trustees

a. The original Survey Request with the actual method of disposition recorded thereon will be retained by the Chairperson of the Survey Board and provides the necessary information for reporting to the District Board of Trustees the disposition of surplus property or equipment and the resulting adjustment to the plant property account of the College.

	
	1/12/2010
PRESIDENT	DATE