



The University of Akron

Capital Asset Policies and Procedures Manual

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Introduction

The Office of the Controller is responsible for the management of all capital assets for The University of Akron (The University). The recording and reconciliation of moveable equipment is operated under the supervision of Property Accounting. The recording of all other assets and the calculation of depreciation is handled by General Accounting.

Reporting requirements have been established by the Governmental Accounting Standards Board (GASB) Statements No. 34 *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and as amended by GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*. These standards were adopted by The University during fiscal year 2002.

This manual includes definitions and other guidelines used for recording capital assets for The University's financial presentations. This manual and other asset forms are available on the Office of the Controller's website at www.uakron.edu/controller.

Capital Asset Definitions

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year.

Assets which are purchased, constructed, or donated that meet or exceed established capitalization thresholds will be recorded by The University.

Assets are recorded at their historical costs, which include the vendor's invoice (plus the value of any trade-in or allowance, if reflected on the invoice), plus initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs, and professional fees.

Donations are voluntary contributions of resources to a governmental entity by a non-governmental entity. Donations are reported at fair value at the time of acquisition plus ancillary charges, if any. Fair value equals the amount at which an asset could be exchanged in a current transaction between willing parties.

Leased equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term
- The lease contains a bargain purchase option
- The lease term is equal to 75 percent or more of the estimated economic life of the leased property
- The present value of the minimum lease payments at the inception of the lease equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease.

Assets will be reported on financial presentations at net book value, which is the asset's historical cost less the accumulated depreciation.

Capital Asset Categories

The University reports the following capital assets:

- Land
- Land improvements
- Buildings and building improvements
- Infrastructure
- Construction in progress
- Historical collections and works of art
- Moveable equipment and furniture
- Library books and materials

Land

Land is the surface of the earth, which can be used to support structures, and may be used to grow grass, shrubs, and trees. Land is characterized as having an unlimited life. Donated land should be treated like other donated assets. Site improvements (other than buildings) that prepare land for its intended use are added to the cost of the land.

Examples of expenses to be included in the cost of land are:

- Purchase price or fair market value at time of gift
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, drainage
- Demolition of existing buildings and improvements (less salvage)
- Removal, relocation, or reconstruction of property (railroad, telephone and power lines)
- Interest on mortgages accrued at date of purchase
- Accrued and unpaid taxes at date of purchase
- Right-of-way
- Other costs incurred in acquiring the land

Land improvements

Land improvements are assets, other than buildings, which are built, installed, or established to enhance the quality or facilitate the use of land for a particular purpose.

Examples of expenses to be included in the cost of land improvements are:

- Fencing and gates
- Landscaping
- Parking lots/driveways/parking barriers
- Outside sprinkler systems
- Recreation areas and athletic fields (including bleachers)
- Paths and trails
- Swimming pools, tennis courts, basketball courts
- Fountains, plazas, and pavilions

Buildings and building improvements

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

Building improvements are capital events that materially extend the useful life of a building, increase the value of a building, or both. A building improvement should be capitalized if the improvement is at the capitalization threshold. For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as complete replacement of an old roof with a new roof. Replacement or restoration to original utility level will not be capitalized. Determinations must be made on a case-by-case basis.

Any maintenance-related expenses or repairs which do not increase the value of the building will be expensed when it occurs and will not be capitalized as an asset.

Examples of expenses to be included in the cost of buildings are:

- Purchased Buildings
- Original purchase price
- Expenses for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation
- Constructed Buildings
- Completed project costs
- Interest accrued during construction
- Cost of excavation or grading or filling of land for a specific building
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions, or enlargements)

Buildings and building improvements (continued)

Examples of expenses to be included in the cost of building improvements are:

- Conversion of attics, basements, etc., to usable office, research or classroom space
- Structures attached to the building such as covered patios, garages, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems
- Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)
- Other costs associated with the above improvements

Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature. The University's current infrastructure subsystems are, but are not limited to:

- Electrical substations
- Chilled water storage tank
- Carroll Street duct work
- Fiber-optic cable networks (telecommunications)

An infrastructure improvement should be capitalized if the improvement is at the capitalization threshold. Assets to be included as an infrastructure improvement should follow the same basic guidelines as a building improvement listed previously.

Construction in progress

Construction in Progress is the economic construction activity status of buildings and other structures, infrastructure, additions, alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete. Construction in progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

Historical collections and works of art

Historical collections and works of art are collections or individual items of significance that are owned by The University which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service. Collections or individual items are protected and cared for, or preserved, and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Examples of expenses to be included in the cost of historical collections are:

- Collection of rare books, manuscripts
- Maps, documents, and recordings
- Works of art such as paintings, sculptures, and designs
- Artifacts, memorabilia, exhibits
- Unique or significant structures

Moveable equipment and furniture

Moveable equipment and furniture are moveable tangible assets to be used for operations, the benefits of which extend beyond one year from date of acquisition and rendered into service. Improvements or additions to existing equipment that constitute a capital outlay or increase the value or life of the asset, which meets or exceeds established capitalization thresholds, should be capitalized and recorded as an addition of value to the existing asset.

Examples of expenses to be included in the cost of moveable equipment and furniture are:

- Original contract or invoice price
- Freight charges
- Import duties
- Handling and storage charges
- In-transit insurance charges
- Sales, use, and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Expenses for extended warranties and maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

The following special purpose equipment or furnishings, semi-permanently attached to the building, and not normally considered moveable, will not generally be capitalized:

- Library and storage shelving
- Carpets
- Curtains w/attaching hardware
- Built-in storage units or mail boxes
- Chalk boards, writing boards or projection screens
- Coat rack – attached to wall (does not include coat trees)
- Counter cabinets and mail stations
- Fire extinguishers
- Water fountains

Library books and materials

Library books and materials are generally literary compositions bound into separate volumes and identifiable as separate copyrighted units. Library reference materials are information sources other than books which include journals, periodicals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items which provide information essential to the learning process or which enhance the quality of academic, professional, or research libraries. Changes in value for academic, professional, or research libraries may be reported on an aggregated net basis.

Examples of expenses to be included in the cost of library books and materials are:

- Invoice price
- Freight charges
- Handling
- In-transit insurance charges
- Binding
- Reproduction and like costs required to place assets in service, with the exception of library salaries

Capitalization Thresholds

Assets are recorded if they meet or exceed established capitalization thresholds. Capitalization thresholds for The University are as follows:

Classification	Threshold
Land	Capitalize all
Land improvements	\$75,000
Buildings	\$75,000
Building improvements	\$75,000
Infrastructure	\$75,000
Historical collections and works of art	\$5,000 ¹
Moveable equipment and furniture	\$5,000 ¹
Library books and materials	Capitalize all

¹ The capitalization threshold prior to July 1, 2004 was \$1,500.

All property valued below these thresholds will be controlled solely by the Department responsible.

The University capitalizes interest on construction projects until substantial completion of the project. Capitalized interest is amortized on the straight-line basis over the estimated useful lives of such assets. The University applies Statement of Financial Accounting Standards No. 62, *Capitalization of Interest Cost in Situations Involving Certain Tax-Exempt Borrowings and Certain Gifts and Grants*. This statement requires capitalization of interest cost of the borrowings less interest earned on investment of the bond proceeds from the date of the borrowing until the assets constructed from the bond proceeds are ready for their intended use.

Capital Asset Depreciation

Depreciation is computed using the straight-line method, half-year convention, over the estimated useful life of the asset. The annual depreciation is calculated by taking the historical cost, less any residual value, and dividing by the estimated life. One half of the annual depreciation is expensed in the first year, regardless of the actual purchase date. If an asset is deleted prior to the end of its estimated life, one half of the annual depreciation will be expensed in the year it is deleted to determine the carrying value.

When capital assets are sold, or otherwise disposed of, the historical cost of such assets and any accumulated depreciation are removed from asset accounts and any gain or loss on disposal is recognized. The gain or loss on disposal is calculated by taking the carrying value (historical cost less accumulated depreciation) and subtracting any proceeds from the sale.

A gain or loss must be recognized in the financial report when:

- Cash is exchanged and the amount paid does not equal the net book value of the asset.
- Cash is not exchanged and the asset is not fully depreciated or has a residual value.

A gain or loss is not reported when:

- Cash exchanged equals the net book value and the asset does not have a residual value.
- Cash is not exchanged and the asset is fully depreciated.

Estimated useful lives are as follows:

Classification	Estimated Life
Land improvements	25 years
Buildings and improvements	40 years
Infrastructure	20 years
Moveable equipment and furniture	5 to 15 years ²
Library books and materials	10 years

² See the next page for a breakdown of estimated life by equipment category.

Land, historical collections and works of art are deemed to be inexhaustible and are not depreciated. Construction in progress is not depreciated until the asset is put into service.

To maintain orderly accounting records, land improvements and library books and materials will be deleted after they have been fully depreciated.

GASB Statement No. 34 provides for an alternative method for depreciation of infrastructure assets. Only infrastructure assets that comprise a network or subsystem of a network can be reported using the modified approach. The University will use the straight-line method described above and will not elect to use the modified approach for its infrastructure assets.

The following table provides a breakdown of moveable equipment by the equipment category used in the Property Accounting system:

Equipment Category	Equipment Description	Estimated Life
ADMINISTRATIVE		
160	Office (miscellaneous)	15
161	Office Furniture	15
162	Office Machines	10
163	Computers	5
164	Software	10
165	Typewriters	10
167	Facsimile Unit	10
168	Copiers	10
169	Printers/Scanners	10
COMPUTER CENTER		
170	Data Processing	10
171	Computer Systems	10
172	Computer Software	10
173	Computers	10
ACADEMIC		
190	Education & Recreation (miscellaneous)	10
191	Computers	5
192	Microcomputers	5
193	Software	10
194	Typewriters	10
195	Research	10
196	Lab Furnishings	10
197	Federal Dollars	10
199	Printers/Scanners	10
MISCELLANEOUS		
150	Food Handling	15
151	Appliances (Electric, Gas)	15
180	Housekeeping	10
181	Furniture (Dorms, Student Union)	10
230	Agriculture & Gardening	10
280	Building Maintenance	10
370	Motor Vehicle (on road)	10
380	Motor Vehicle (off road)	10
500	Mfg & Materials Handling	10
550	Antique Items	0
570	Library Collections (Books & Periodicals)	10
990	Other (Radios, Telecomm equipment, etc.)	10

The recording of assets other than equipment and historical collections are currently performed using Excel spreadsheets and are not in the Property Accounting system. Therefore, no categories are available for those assets. All depreciation schedules are in Excel.

Moveable Equipment Procedures

General

Through these procedures a perpetual inventory is maintained of The University's moveable equipment and furniture. The objective is to provide a detail file of equipment that support the dollars recorded in the general ledger of the financial accounting system. The information captured on the Property Accounting file for each asset is as follows:

Tag number	Coincides with property tag affixed to the asset
Name of asset	
Description of asset	
Cost	
Acquisition code	New / used
Estimated life	
Category code	Used to determine depreciation group
Date acquired	
Mfg serial number	
Purchase order number	
Building number	
Room number	
Branch-dept	Assignment of accountability
Account distribution	Source of funding for purchase

This procedure outlines general and routine practices and methods. Specific questions should be directed to Property Accounting for clarification, judgment, and exception decision.

Location reporting may vary between different types of equipment items.

- A. Equipment which is normally used day after day in the same location or office has its location reported by building and room number. This is the standard condition and preferred method.
- B. The location of equipment normally moved from place to place for regular use by a single department is reported by building, and floor if possible. This is an exception, and applies to laboratory equipment which may be rotated to allow expanded utilization. The designated department is the single user of the equipment.
- C. Equipment which is expected to be shifted and moved between various buildings and building locations for indefinite periods of time to be used by various departments is assigned to a department which exercises control on a campus-wide or regional basis. The location cannot be reported specifically for the individual pieces of such equipment. Location may or may not be reported. Location, if reported, may be reported by building, or building and floor if possible. The controlling department is likely not the user of this property. This kind of property may be media equipment for example, and assigned to the Media Service Department for control and allocation where needed. The exception is the least desired, and control is much more difficult.

Property Accounting is responsible for assigning the property tag number to each item of accountable moveable equipment, and attaching the property tag to the asset. This is normally done after the equipment is in location and has been accepted by the department which issued the purchase requisition. In certain cases the attachment of the tag may be delegated to a laboratory assistant, but will be under the immediate control and supervision of Property Accounting personnel. The tag number and other pertinent descriptive and/or location information as noted earlier are entered into the Property Accounting file in the MVS system. In cases where the tag cannot be physically attached to the equipment, a number will be assigned to that item and the tag affixed to the Property Accounting documentation. In cases of computer related assets a person from Information Technology Department assists in identifying computer purchases that need to be capitalized, tagged and added to Property Accounting file. Through a special financial accounting system query, equipment purchases acquired with federal dollars are identified. These assets at the time when property tag is affixed has also a red sticker placed on the item indicating asset should not be disposed of before contacting Property Accounting. This red sticker designation began during fiscal year 2003-04.

Additions

Additions to the Property Accounting file are identified by running a financial accounting system query. Equipment purchases are coded by the Purchasing Department within the 6600 Moveable Equipment budget pool. The Property Accounting clerk will review the charges to determine if they have been correctly coded as equipment. If purchase is determined to be equipment, a tag (or tags) is assigned and descriptive information entered into Property Accounting file. Inappropriate charges to the equipment budget pool are recoded by the Property Accounting clerk through either an Accounts Payable journal voucher or a General Ledger journal entry.

At fiscal year end the following additional tag assignments are made:

- For books and library materials, three tags are assigned. One tag is each assigned for Akron-Bierce, Akron-Law Library, and Wayne College Library. The source is the total amount charged to the financial accounting system in budget pool 6700, but does not include Electronic library materials (6703), Law books-Cont(Temp) (6712), and Law electronic materials (6716).
- For lease purchased assets, all new purchases listed on account clerk's yearend lease purchased worksheets
- For gift or donated equipment, they are capitalized at value listed on Office of Development logs.

Changes / Moves

A "Move and Change Accountability Report" form is used to track transfers of assets between departments. A copy is sent to Property Accounting for updating the property file. See Exhibit A.

Deletes

A "Release of Surplus Property" form is completed for obsolete, worn, and broken equipment which is being scrapped by the department. See Exhibit B. Equipment is transferred to Purchasing Department's surplus property location. In rare cases the equipment may be utilized by another department. If equipment is scrapped, traded or sold, The University's tag must be removed and sent to Property Accounting. Equipment reported as traded-in, scrapped, sold, or stolen is recorded on annual deletion report and removed from Property Accounting file. Total of report is balanced to total deletions made to Property Accounting file. A journal entry is made in the financial accounting system for the total of the deletion report to remove the assets from the general ledger.

Property Accounting must be notified prior to disposal of equipment purchased with federal dollars (as of FY2003-04, equipment identified with a red sticker). Federal guidelines will need to be reviewed at that time concerning proper procedure for disposal of the equipment.

Reconciliation

The Property Accounting file in the MVS system is balanced monthly to the general ledger in the financial accounting system. All dollar changes in the Property Accounting file made during a one month period are related back to the general ledger and clearly outlined on the one page "Property Accounting-Control Total" form. See Exhibit C.

Inventory Report Ledgers

There are two types of Report Ledgers:

- | | |
|----------|--|
| Ledger A | Printed at fiscal year end – Details supporting documentation which balances to audited financial report. The report is in property tag number sequence. |
| Ledger B | Printed at end of December – Sent to departments to verify accuracy of property file. An electronic file will also be made available to departments having very large inventories. |

The purpose of the annual inventory confirmation by departments is:

1. Update equipment inventory ledgers for each accountable department.
2. Lists to allow accountable managers to check and confirm their equipment.
3. A means to detect errors in reporting accountability and location and their revisions.
4. A means to check the pending files of transfer (pink) and receipt (green) copies of the "Move and Change Accountability Report" for transactions during the past 6 months.
5. A procedure to detect surplus equipment which can be turned into Central Stores. This will also assist in locating property items reported as missing by other departments.
6. Each department should check its file of green and pink copies of the "Move and Change Accountability Report" forms to assure that the newly published Inventory Report Ledger accurately reports equipment inventory and location according to the condition of accountability.

Equipment inventory numbers

Equipment inventory numbers run in numerical sequence.

- A. The number sequence for University owned, Plant Fund Group, equipment starts with 0000001 and ends with 6999999.
- B. The number sequence for Agency Fund property starts with 7000001 and ends with 9999999. This series designation is no longer used.

Inventory number tags are affixed in prescribed location for each major type of equipment. Some property items will not have an inventory number tag affixed. This is the case where the value or utility of the item is reduced or impaired if a tag is affixed. An example might be a painting or an item too small to accept a tag. In these cases where the tag is not actually affixed to the time, the tag is affixed to the Property Accounting documentation.

Type of equipment inventory tag

The equipment inventory tag must have these characteristics:

- A. Metal and permanently affixed
- B. Indented or engraved so numbers cannot be defaced, altered, or painted out.
- C. Economical to purchase and attach
- D. Safe without protrusions
- E. Distinctive so as not to be confused with other tags
- F. Attractive enough to mount in prominent positions

Equipment purchased with federal dollars as of FY2003-04 will also have a heavy duty red sticker applied. See Exhibit D.

Property inventory reports

Property Inventory Reports are printed annually and are used to request updated information. Two copies of the report are issued to each accountable department to confirm accuracy of reported property assignment. The department should note any changes (room #'s, serial # corrections etc.) additions, deletions, have their department head sign the report, and return copy to Property Accounting. The second copy is retained by the department to track necessary updating throughout the year. Property Accounting updates the property file and retains the signed copy for audit purposes. In addition to the printed report, departments having very large property inventories are supplied an electronic version of their report.

Home use of university equipment

Employees who need to take university equipment home to work at home must complete a "Home Use of University Equipment" form. See Exhibit E. This form should be completed regardless of the dollar value of the equipment being transported home. Because the University equipment dollar threshold is \$5,000, equipment taken home for home use often will not have a University property tag. For this reason, it is critical that all descriptive information about the equipment is completed accurately. As the instructions at the bottom of the form indicate, all copies of the form are to be sent to Property Accounting with the exception of the green copy. The green copy should be sent to Property Accounting upon the return of the equipment.

Summary of recording assets to the general ledger

Purchases of equipment follow the normal University purchasing guidelines. Before the start of a plant fund project, a "Project Request Form" is generally requested either by Capital Planning and Facilities Management or the Physical Facilities Department. The purpose of this form is to determine if funding will be available for the project. See Exhibit F. Once a project has been approved a "Request for Project Funding and/or Account Code" form is completed, signed, and sent to the Controller's Office. See Exhibit G. A sequential number is assigned to this form by the Controller's Office and the form is forwarded to accountant to assign a financial accounting system account number. No spending on the project can occur until the account number is assigned and a budget is entered.

The majority of plant projects are assigned a sub ledger 7 plant fund account (7-72XXX). The source of funding for the project is identified in the chartfield "Class". Sources of funding currently in the table are:

PFAPP	Plant Fund-State Appropriation
PFAUX	Plant Fund-Auxiliaries
PFBIL	Plant Fund-Billable/Gift Acct
PFDT1	Plant Fund-Debt Notes 2002A
PFDT2	Plant Fund-Debt Bond 2002
PFDT3	Plant Fund-Debt Bond 2003
PFDT7	Plant Fund-Debt Bond 97
PFDT9	Plant Fund-Debt Bond 99
PFINT	Plant Fund-Internal Financing
PFOTH	Plant Fund-Other
PFUNI	Plant Fund-University Funds
PFWYN	Plant Fund-Wayne

Each plant project (7-72XXX) is categorized as either a project to be capitalized or expensed. A project that is expensed is expensed in the fiscal year the expenses occur. A project that is capitalized becomes a part of Construction in Progress (CIP) until the project is completed and asset is placed into service. Equipment may remain in CIP if it is part of a new building that has not been placed into service. The selection of projects that will be capitalized is based on the criteria outlined earlier. Each project, however, is reviewed individually. Expenses in other funds may also be capitalized. This situation would arise when funds in a general fund or a restricted account have been committed to assist with the cost of a project. These types of expenses are identified by the four digit chartfield "Account" that is assigned to the expense.

66XX	Equipment-all funds
67XX	Library materials-all funds except 6703 Electronic library materials 6712 Law books-cont(temp) 6716 Law electronic library materials
6501	Lease purchased equipment-dollars from yearend worksheet
68XX	Plant expense to capitalize-all funds except fund 7, plant Fund 7 plant is reviewed on a project basis

Investment in plant balances in the general ledger are adjusted at the end of each fiscal year. CIP is adjusted based on the end of year status of projects.

Exhibit A

Front

PRINT CLEARLY AND FIRMLY
INSTRUCTIONS — SEE REVERSE SIDE

27199

THE UNIVERSITY OF AKRON
MOVE AND CHANGE ACCOUNTABILITY REPORT

DOCUMENT NUMBER _____

	M	DATE D	Y	Dept. or Cost Center Name	Dept. or Cost Center No.	SIGNATURE
From						
Moved By		Special Services		Other:	P. O.	
To						

PROPERTY TAG NUMBER	ITEM	FROM			TO		
		Dept. Acctg.	BUILDING	ROOM	Dept. Acctg.	BUILDING	ROOM

PROPERTY CONTROL — PROPERTY CONTROL-WHITE
TO DEPARTMENT/COST CENTER-GREEN SPECIAL SERVICES-BLUE
FROM DEPARTMENT COST CENTER-PINK

Back

PERSON RELEASING EQUIPMENT

- FROM:** Print clearly and firmly.
- A Change and Accountability Report is prepared whenever equipment and property which has a Property Tag affixed is moved to a new location or is transferred to another Dept/CC.
- Step 1. Complete these items:
 - a. Date
 - b. Your Dept/CC
 - c. New destination
 - d. Tag number(s)
 - e. Item name
 - f. Present equipment location
 - g. New location to be moved to
 - h. Your Signature
 - Step 2. Remove your file copy (pink)
 - Step 3. Issue set to Special Services as notice to move this Specific equipment.

PERSON RECEIVING EQUIPMENT

- TO:** The Change and Accountability Report accompanies the equipment.
- Step 1. Check property and the Property Tag to entries on M&CAR and listed location.
 - Step 2. Sign form. Remove your copy (green) as file copy.

SPECIAL SERVICES

- Step 1. Move equipment as requested by issued M&CAR. Have person receiving property in new location sign M&CAR and keep their copy.
- Step 2. Sign remaining three copies. Remove blue copy as file copy.
- Step 3. Forward daily the white and canary copies of the M&CAR to Property Control office.

Exhibit B, front page

**THE UNIVERSITY OF AKRON
RELEASE OF SURPLUS PROPERTY**

SEE INSTRUCTIONS AND CONDITION CODES ON BACK OF LAST COPY

SPR # N9 2669

DATE _____

SUBMIT TO:
Central Stores
Surplus Property Recycling
Central Services Building
185 S. Forge St., Zip 0703

ACCOUNT CODE _____ MAIL CODE _ _ _ _

DEPARTMENT NAME _____

The items listed hereon are considered surplus to the needs of this department. It is requested that they be removed and disposed of by the Office of Surplus Property Recycling.

Initiated by: _____
Phone: _____

Signature — Dean, Head of Department

QTY.	DESCRIPTION OF ITEM(S) (MODEL & SERIAL #)	COND. CODE(S)	ESTIMATED VALUE	ORIGINAL COST (IF KNOWN)	LOCATION BLDG. & RM.	UA TAG NUMBER

ADDITIONAL COMMENTS:



This form is to be forwarded to
The Office of Surplus Property Recycling, 185 S. Forge St., Mailing Code 0703.
University personnel will contact you regarding pick-up.

White — SPR Copy Yellow — Property Accounting Pink — Department Copy

Exhibit B, back page**INSTRUCTIONS**

1. Fill out form completely. Incomplete or unsigned forms cannot be processed.
2. Six digit department account codes must be provided to insure proper credit.
3. Provide all signatures requested.
4. Item description should include model and serial numbers and manufacturer name if known.
5. Use proper condition code(s). See below:
 - A1 = New/Unused Property - Excellent Condition
 - A2 = Used Property - Good Condition
 - A3 = Used Property - Fair Condition
 - A4 = Minor Repairs Required
 - A5 = Major Repairs Required
 - S = Scrap - Beyond Repair - Obsolete - Unusable
6. Give estimated value and original cost information if known. If you are unsure of this information, leave this area blank.
7. Give building and room location where the materials are physically located.
8. Provide University Property Control tag number. If not available, provide a serial number when possible.
9. Forward SPR copy of the completed form(s) to:
 - Office of Surplus Property Recycling
 - Central Services Building
 - 185 S. Forge St.
 - Akron, OH 44325-0703
10. Please retain the Department copy for your records.

Exhibit C



Month and year

THE UNIVERSITY OF AKRON
PROPERTY ACCOUNTING Control Total
ON-LINE DATA ENTRY RECORD

TOTAL FROM PRIOR
RECONCILIATION PAGE

Equipment file adds-new tags \$ _____

Equipment file additions to existing tags _____

Total tagged for current month \$ _____

Total tag adjustments-prior period trans. _____

Total Deletions during month _____

Total increase/decrease in equipment file \$ _____

General Ledger Query

Total -current month \$ _____

Journal Voucher Corrections _____

Journal Entry Corrections _____

Transactions to recode _____

Other adjustments _____

Total tagged \$'s for current month \$ _____

NEW BALANCE

=====

Prepared by _____ Date _____

FY _____

Exhibit D

Sample University Metal Property Tag



**Sample sticker used to identify
equipment purchased with federal dollars**



Exhibit E – front page

THE UNIVERSITY OF AKRON
AUTHORIZATION FORM
HOME USE OF UNIVERSITY EQUIPMENT

SEE REVERSE FOR CONSIDERATIONS & CONDITIONS FOR HOME USE OF EQUIPMENT

This is to certify that _____ Director/Dept. Head of _____
(Department)

has given his/her permission to _____ to use the following
(Name of Person using Equip.)

University owned equipment at his/her personal residence located at

(Address) (Phone #)

Please list all equipment and component parts:

TAG #	DESCRIPTION	MODEL	SERIAL #

He/She is using this equipment at home to _____
(Reason)

_____	S I G N A T U R E S	_____
Date Signed		Individual Responsible for Equip.
Start Date for Off-Campus Use _____		Department Head/Director
Est. Date of Return to Campus _____		Manager, Property Accounting

EQUIPMENT RETURNED

Receipt of returned equipment is hereby acknowledged; check if damaged and attach details.

_____ SIGNED _____
Date Department Head/Director

DISTRIBUTION:

- WHITE – USER
- GREEN – USER-TO PROPERTY ACCOUNTING UPON RETURN OF EQUIP.
- YELLOW – DEPT. HEAD/DIRECTOR
- PINK – PROPERTY ACCOUNTING

 * Please send all copies of completed form to *
 * Property Accounting, Spicer Hall, Room 208 *
 * (Zip 6205). Property Accounting will distribute *
 * the forms. Send the green copy to Property *
 * Accounting when equipment is returned. *

Exhibit E – back page

CONSIDERATIONS & CONDITIONS FOR
HOME USE OF UNIVERSITY EQUIPMENT

Whereas, UNIVERSITY is the owner of certain equipment which is set forth on the face of this form, and

Whereas, UNIVERSITY, and USER will benefit from USER's use of the subject equipment (hereafter referred to as the SUBJECT EQUIPMENT) at USER's private residence, affording USER the opportunity to perform tasks on behalf of UNIVERSITY while away from UNIVERSITY; and

Whereas, UNIVERSITY has determined that the use of the SUBJECT EQUIPMENT by USER at USER's private residence will benefit UNIVERSITY;

THEREFORE, in consideration of the mutual covenants, promises, considerations herein set forth, UNIVERSITY and USER agree as follows:

1. UNIVERSITY hereby authorizes USER to utilize the equipment at the private residence.
2. USER agrees to utilize the SUBJECT EQUIPMENT in a safe and proper manner so as not to cause injury to himself/herself or others or damage to the SUBJECT EQUIPMENT. USER agrees only to utilize the SUBJECT EQUIPMENT at USER's private residence. USER assumes full responsibility for any loss or damage to SUBJECT EQUIPMENT.

It is understood that the same shall not be removed from the said residence (except to return same to UNIVERSITY) without the express written permission of the UNIVERSITY.

3. USER agrees to utilize the SUBJECT EQUIPMENT solely for purposes of business, academic research or other use exclusively on behalf of the UNIVERSITY.
4. USER acknowledges that USER is familiar with copyright laws and contractual protections associated with software which may be used in conjunction with the SUBJECT EQUIPMENT. USER agrees to use the SUBJECT EQUIPMENT in a lawful manner, especially with regard to software. USER will not unlawfully load or copy any software with or through the use of the SUBJECT EQUIPMENT.
5. USER agrees that USER shall, upon request of the UNIVERSITY or upon conclusion of the use of SUBJECT EQUIPMENT by USER (whichever event occurs earlier), return the SUBJECT EQUIPMENT to UNIVERSITY.
6. USER agrees that only USER may utilize the SUBJECT EQUIPMENT, that no other person will be authorized or allowed to use same without the express written consent of the UNIVERSITY.
7. Any maintenance required for the SUBJECT EQUIPMENT will be performed only by representatives of the UNIVERSITY or designated representative or contractor of UNIVERSITY. USER acknowledges and understands that UNIVERSITY will not be responsible to provide any alternate source of equipment during such time period.

Exhibit F



CAPITAL PLANNING AND FACILITIES MANAGEMENT

EXT - 7684

FAX - 5838

PROJECT REQUEST FORM

PROJECT DATA:

Origination Date: _____

1. Originator: _____ Department: _____

2. Title: _____

3. Location: _____

4. Description: _____

5. Budget (initial estimate): Construction _____

Contingency _____

Design Fees _____

Total Project _____

Proposed construction schedule: _____

7. Funding Source (account no./ name): _____

8. Submitted by Project Manager: _____
Project Manager/ David J. Pierson, Director Architectural Services & Capital Planning

9. Asst. Dir. Camp. Plng & Space Utilization: _____

Projects which require the allocation of unassigned space or the reassignment of currently assigned space require an approved **Space Allocation Routing Slip** prior to the approval of the Assistant Director Campus Planning and Space Utilization

APPROVAL PROCEDURE: In order for this project to proceed, the Originator must (1) indicate the source of funds; (2) obtain approvals of all indicated levels below; and (3) forward this form to Vice President C within sixty (60) days after the origination date.

Department Head: _____
Date

Director/Dean: _____
Date

Vice President: _____
Date

Senior Vice President and Provost : _____
Dr. Elizabeth J. Stroble Date

APPROVAL TO PROCEED: YES _____ NO _____

Vice President Capital Planning and Facilities Management: _____
Ted Curtis, AIA Date

1. Forward Original to Fiscal Officer

2. Original to file 3. Copy to Project Manager and Originator

Project No. _____

Exhibit G

THE UNIVERSITY OF AKRON
REQUEST FOR PROJECT FUNDING AND/OR ACCOUNT CODE
PLANT FUNDS, BOND ISSUE OR PROJECTS UNDER \$75,000

Project Description:

Project Budget:

Person initiating request: _____

Phone extension: _____

Department: _____

Responsible Person: _____

Home Department: _____

Approved:

Vice President, Capital Planning and
Facilities Management

Once both signatures are obtained, forward to Vice President for Business and Finance +4715

Approved:

Account is to be set up as:
Plant Fund Account "7-72"
Bond Issue Account "7-72"
Projects Under \$75K Account "2-06"
Amount: _____

Vice President for Business
and Finance

Once signature is obtained, forward to Controllers Office +6205

Account code _____ was set-up by _____ on _____.

NOTE: ONLY ONE OF THE FOLLOWING STEPS IS NEEDED:

- If Plant Fund Account, forward to Plant Fund Accountant for transfer of funds +6205.
Funds were transferred from _____ by _____ on _____.
- If Bond Issue Account, forward to Plant Fund Accountant for transfer of funds +6205.
Funds were transferred from _____ by _____ on _____.
- If Project Under \$75K Account, forward to Budget Office for transfer of funds +6202.
Funds were transferred from _____ by _____ on _____.

Once funds are transferred, return to Fiscal Administrator +0405.

Received by _____ on _____.

The Fiscal Administrator will copy the person who initiated the request and also copy Stephanie Canterbury on PFOC requests and Liz Voth on bond accounts.