

A large, thick black L-shaped graphic is positioned on the left side of the page, framing the central logo. The vertical bar is on the left, and the horizontal bar is at the bottom, meeting at a right-angle corner.

Farmingdale
State College
State University of New York

OFFICE OF
PROPERTY CONTROL

MISSION

The mission for Property Control (PC) is to effectively manage and keep records of the College's major movable assets and related data, while delivering responsive and reliable service to the Farmingdale State College community.

This includes tagging, tracking, transferring, surplus processing, and disposal of equipment and furniture. Property Control also prepare reports for departments when needed, making sure everything is done accurately, efficiently, and on time.

DEPARTMENT DESIGNEE

Each department must keep control over all assets under its stewardship and must choose a Department Designee.

The Department Designee handles:

1. Notifying the Property Control Department of any new assets, transfers of assets, and of Equipment that is obsolete or surplus.

2. Keeping a record of departmental equipment and its location.

NEW EQUIPMENT

- ❖ The Property Control department is dedicated to assisting the campus in many areas. The PC department will assign asset numbered decals for equipment (property) which refers to procured or manufactured equipment that is self-contained and durable --
 - *expected service life of one or more years*
 - *“walkable items” purchase price of \$1,000 and above*
 - (ie. Laptop, Tablet, camera, microscope, etc.)
 - *equipment above **\$10,000***
- ❖ Any item that is acquired through unconventional means such as a gift, the Property Control Department must be contacted at 934-420-2625 for further instructions.

INSTRUCTIONS: Once the form is completed by the card holder, please submit the New Asset Receipt form to Ambar Batista. Multiple forms may be required if your order is not shipped all at once. If you have any questions, please contact Ambar Batista at [x2625](tel:2625).

Please complete the appropriate information:

P-Card Charge made within the department.

Vendor Name	Order Date	Order #
<input type="text"/>	<input type="text"/>	<input type="text"/>

For P-Card and on-line orders, please send a copy of any invoice, packaging slip or other paperwork in support of the purchase with this form.

Asset Description	Manufacturer	Serial #	Model	Cost	BLDG	Room #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input data-bbox="290 719 512 752" type="button" value="+"/>	<input data-bbox="519 719 741 752" type="button" value="-"/>					

If the item(s) received are components to an existing asset, please provide the barcode tag number/property tag color, serial number and/or purchase order number of the asset.

Barcode tag number:

Serial number of existing asset:

State Inventory Account #:

Contact Person:

Phone:

Asset Acquisition Date:

PURCHASING

- ❖ When you, the designee, purchase an item with a P-Card, you must complete a **New Asset Receipt Form** on Etrieve for the PCC.
- ❖ Please provide as much detail as possible on the form and attach the invoice and/or receipt(s) for the purchased asset(s).
- ❖ Once you fill out the asset(s) and complete the form, submit it to your supervisor then to PCC for approval. The PCC will then forward it to the Purchasing Department for their record-keeping.
 - ***Note: This form is for P-Card purchases only—not for Purchase Orders (POs).***

POLICY ON TAGGING

- ❖ The Property Control Policy outlines the guidelines for tagging College property.
 - *All State property that is walkable purchase price of \$1,000 and above or with State funds with a threshold of **\$10,000** and above, will receive a State Inventory Tag by the Property Control Coordinator.*
 - *Items that are obtained through the Research Foundation of the State of New York, will be assigned a Research Foundation Tag by the Property Control Coordinator as per the Research & Sponsored Programs Office request.*
 - *Departments should affix all other property with an Ownership Tag. To obtain ownership tags contact the Property Control Coordinator.*

- ***Note: Decals should be placed where they will not get damaged and can be easily found during inventory.***

- ❖ If a decal is missing or damaged, the PCC should be notified to assign a new asset number and replace it with a new decal.

- ❖ Some items, like software, extremely hot equipment, or antiques/art, cannot be tagged. In these cases, an asset number should still be assigned and recorded in the PCS. The item's description in PCS should include key details and note that it is not tagged.

TAGS



INVENTORY & UPDATES

- ❖ Property Control will send out ***annual inventory*** lists of all property located in each department to verify its location, and request certification by the department's assigned designee that the equipment is in usable or unusable condition and that the department acknowledges having custody of the equipment.
- ❖ Property Control will also conduct ***biannual physical*** inspection of assets recorded in RAM.
 - *The purpose of a physical inventory audit is to verify the accuracy of the existing equipment inventory records.*
 - *New York State policy requires that the Property Control Department send out annual inventory lists of all property found in each department to verify its location, and request certification by the department's designee that the equipment is in usable condition and that the department acknowledges having custody of the equipment.*
 - *Property Control must also conduct biannual (**every two years**) physical inspection of assets recorded in PCS. On the off years Property Control will send each department a spreadsheet of all assets that they bought and will verify any changes that have been made since the last inventory (**the annual**).*

The department designee must let Property Control know when:

- ❖ An item is permanently moved to a different location within the department.
- ❖ Equipment is moved to another department or taken off-site.
- ❖ Equipment is no longer needed by the department.
- ❖ Equipment is or wants to be transferred to or from another department, agency or SUNY campus.

SURPLUS PROPERTY

- ❖ Surplus Property helps remove unwanted but reusable equipment and furniture from departments and redistributes them to others on campus or to other state agencies that need them.
- ❖ Property Control manages the pickup and redistribution of these items across Farmingdale State College and other "State" agencies. If your department no longer needs equipment or furniture, you can contact Property Control.
- ❖ **To surplus equipment or furniture:**
 - *Fill out the **Surplus Form** on Etrieve and send it to Property Control once approved by your supervisor .*
- ❖ **Examples of items:** Chairs, desks, computers, fax machines, filing cabinets, copiers, etc.
- ❖ **Important:** Please empty all items before pickup to ensure safe handling.

- Report of Disposal/Surplus Property Form*
- Property Control Transfer Form*

DISPOSAL PROPERTY

- ❖ Equipment disposal deals with the removal of equipment considered unusable.
- ❖ Any piece of equipment that is believed unusable, the department head must sign off on the Disposal Form that they are aware this piece of equipment cannot be salvaged.
- ❖ There are specific areas of concern for the Property Control Department when dealing with any of the equipment dispositions. All equipment leaving a department requires a Disposal Form completion. Please use the designated Disposal Form especially designed for this process.
- ❖ To remove equipment or furniture:
 - *Use the **Report of Disposal/Surplus Form** or the **Property Control Transfer Form** for any items leaving your department to update your inventory properly.*
- ❖ **Examples of items:** Chairs, desks, computers, fax machines, filing cabinets, copiers, etc.
- ❖ **Important:** Please empty all items before pickup to ensure safe handling.

•*Report of Disposal/Surplus Property Form*

RESEARCH FOUNDATION

- ❖ A **SUNY Research Foundation (RF) Property Status Change Request Form** is needed for the disposal, surplus, or transfer of any Research Foundation equipment. The form is available through the Research Foundation Office and on Etrieve.
- ❖ For any change to RF assets, the designated individual must complete the form and submit it to their supervisor for review and approval. After progressing through the proper approval chain, the form is forwarded to the Property Control Coordinator (PCC) for final approval.
- ❖ Approved forms are kept and accessible on Etrieve.

- *Property Status Change Request Form*

REPORTING MISSING OR STOLEN PROPERTY

- ❖ All actual or suspected missing or stolen equipment must be reported to the University Police Office promptly and assistance given in completion of a crime report.
- ❖ A complete written report must also be made to the Property Control department by the next business day. If items are returned or found, written notification must be sent to University Police and the Property Control department.



PROPERTY CONTROL FORMS/POLICIES

- Report of Disposal/Surplus Property Form
- SUNY RF Property Status Change Request
- Property Control Transfer Form
- Off Campus Use Forms
- New Asset Receipt Form
- Property Control Policy (FSC)
- Property Control Manual (SUNY)

FORMS	
Intercampus Asset Transfer Form	Use this form when transferring equipment from or to another SUNY campus or state agency.
Surplus Form	Use this form when a piece of equipment is no longer required by a department, but is still in working order and can be used by another department, campus, or state agency.
Disposal Form	Use this form to dispose of broken or outdated/unusable equipment no longer required by a department.
Off Campus Use Form	Use this form for college equipment that will be used off campus.
Equipment Transfer Form	Use this form when transferring equipment from one department to another or if changing from one location within the department to another on a permanent basis.
New Asset Receipt Form	Use this form and (completed by the card holder) for Pcard usage only. PO's are not included.
SUNY RF Property Status Change Request Form	Use this for any Research Foundation equipment to be surplus or transferred. This form is obtainable from the Research Foundation office.

PROPERTY CONTROL DEPARTMENT CONTACT

- ❖ Ambar Batista – Administrative Coordinator of Facilities Operations and Property Control Coordinator

Phone Number: (934) 420-2625

Email: propertycontrol@farmingdale.edu.

Operating Hours: 8:30am-3:00pm