

**Florida International University
 Manager Self Service - Business Process Procedures
 Asset Management Module**

Process	<i>Manager Self Service – Viewing, Transferring of Assets & Approval of Asset Transactions</i>
Process Number	<i>Business Process Procedure</i>

Description of Process

For Department/Project Budget Officer to view departments, assets assigned to them and initiate a request to transfer their asset/s to another department, project, location and or custodian. This process also allows for Department/Project Budget Officer to approve transactions initiated by employees before it is routed to Property Control. This process will replace the paper process.

Input to Process

All Transactions which can be performed using the Manager Self Service

Output of Process

Service Level Agreement Required? (if yes, provide a brief description)

Business Process Description

Process Description	Responsibility
<p style="text-align: center;"><u>What is an Asset?</u></p> <p><u>Definitions – Property:</u></p> <p>A. <u>Accountable Property</u> – Tangible, movable, personal property of a non consumable, non expendable nature, with a value of \$1000 or more and which has a normal expected life of one year or more.</p> <p>B. <u>"Attractive" Property</u> – Property, which has the characteristics of accountable property, but is less than \$1000 in value. These items include: VCRs, cameras, printers, monitors, etc. that by their nature are physically small in size and subject to conversion to personal use. Although such property may not be tagged or inventoried annually, departments should make every effort to safeguard this property. To maintain adequate property insurance coverage, each department must keep their own inventory list for items valued less than \$1000. This list is submitted yearly to the Office of Environmental Health & Safety.</p>	<p>Budgetary Authority Officer & Employee</p>

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C. Computers Software and Related Equipment – Computer software programs valued \$1000 or more are listed in the property record with a special code. Computers and their associated hardware equipment, such as monitors, modems, disc drives, etc., are normally assigned tags which can be physically affixed to an exterior panel. However, there is a multiplicity of accessory hardware, such boards, chips, interfaces, modules, etc. that although having a physical form which cannot be individually tagged - are assigned a tag number and the tag is placed on the frame in which the board is installed and connected. Any computer related equipment with data storage (Hard Drives) must be cleansed before a transfer is completed. Departments must contact IT Security at (305) 348-0508 to schedule a time/date to have the data storage cleansed.

Off Campus Use

- a) Property may be used off campus only if such use will further the Mission of the University. Such removal must be authorized by the Department/Project Budget Officer and an Off Campus Form which can be accessed at <http://finance.fiu.edu/controller/Docs/offcampus.pdf> shall be sent to Property Control for accountability. The Department/Project Budget Officer shall renew the Off Campus form each Fiscal Year if the property continues to be used off campus. Failure to renew off-campus form may result in permission for off campus use being revoked. Property Control shall be notified when off campus property is returned to campus.
- b) University personnel using state property off campus shall be informed by the Department/Project Officer as to the measures to be taken when an item in their custody is lost or stolen, otherwise they may be held personally liable (see statement on Off Campus Form). They may use their personal copy of the Off Campus form as their receipt of permission to remove property from campus.
- c) For property which will remain off-site at a location other than UP (University Park), BBC (Biscayne Bay Campus), Pines Center and the Wolfsonian Museum the Department/Project Budget Officer must complete the off- site form:

http://finance.fiu.edu/controller/Docs/Property_That_Is_Used_And_Remains_Offsite_Form.doc

Lost or Stolen Property(On Campus & Off Campus):

- a) The user of the property must notify the University's Public Safety Office or the appropriate law enforcement agency where assets was lost or stolen.
- b) The user of the property must notify the Department/Project Budget Officer of the theft or loss and send a copy of the police report.
- c) The Department/Project Budget Officer must report the loss to Property Control along with the copy of the police report, including the statement of the person sustaining the loss and a ROS (Report of Survey) form:

http://finance.fiu.edu/controller/Docs/Report_Of_Survey_Form.doc

Surplus

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- a) Department/Project Budget Officer may request through PantherSoft; Manager Self Service, that property in their department be declared surplus because it is obsolete, inoperative, unserviceable and that the continued use is uneconomical or inefficient, or serves no useful function to their department's activity. Department/Project Budget Officer or Principal Investigators (PI) should refer to Ch.VIII of the <http://www.fiu.edu/~property/PropertyManual2.doc> manual for surplus of contract and grants property.
- b) If any of these reasons apply, the Department's Accountable Officer shall send a SRF (Surplus Form) http://finance.fiu.edu/controller/Docs/Surplus_Form.doc to Property Control listing the surplus item(s) by tag and description. The item(s) will be moved by Campus Services to the Surplus Warehouse for storage. Property item(s) will be removed from the Department's Property Record and transferred to the Surplus Account pending Survey Board and CFO/VP of Finance approval for final disposition.

Mass Transfer/Changes will continue to be processed through Property Control: For more information, please contact Property Control 305-348-2167

Process Flow Diagram (if appropriate):

APPROVAL

SIGNER	ROLE	DATE
	FIU	

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