

# Property Control Asset Tag Training

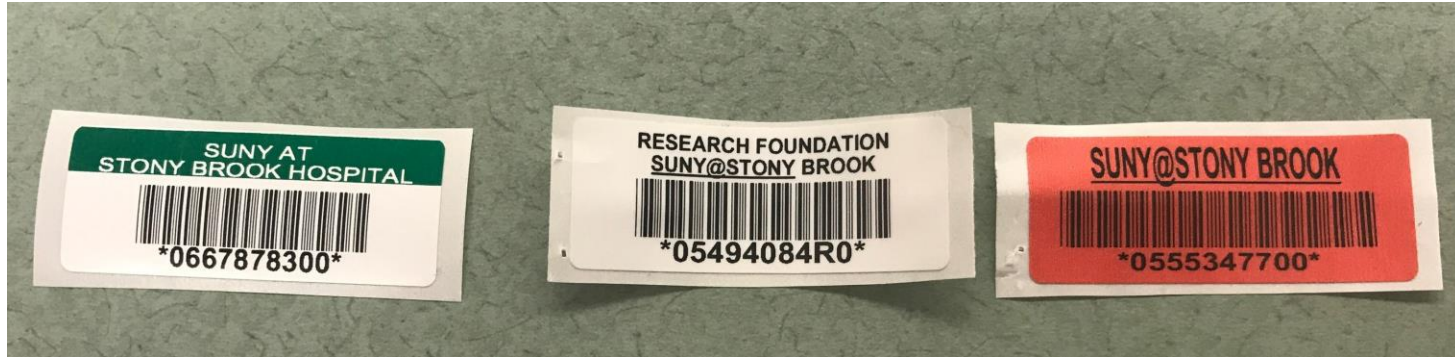
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2021

# Introduction

The Property Control department has developed new policies and procedures in order to track and maintain equipment inventory on campus. There are two categories that Property Control decals. These are Capital Assets and Ownership.

# Capital Asset Decals



# Capital Assets Summary

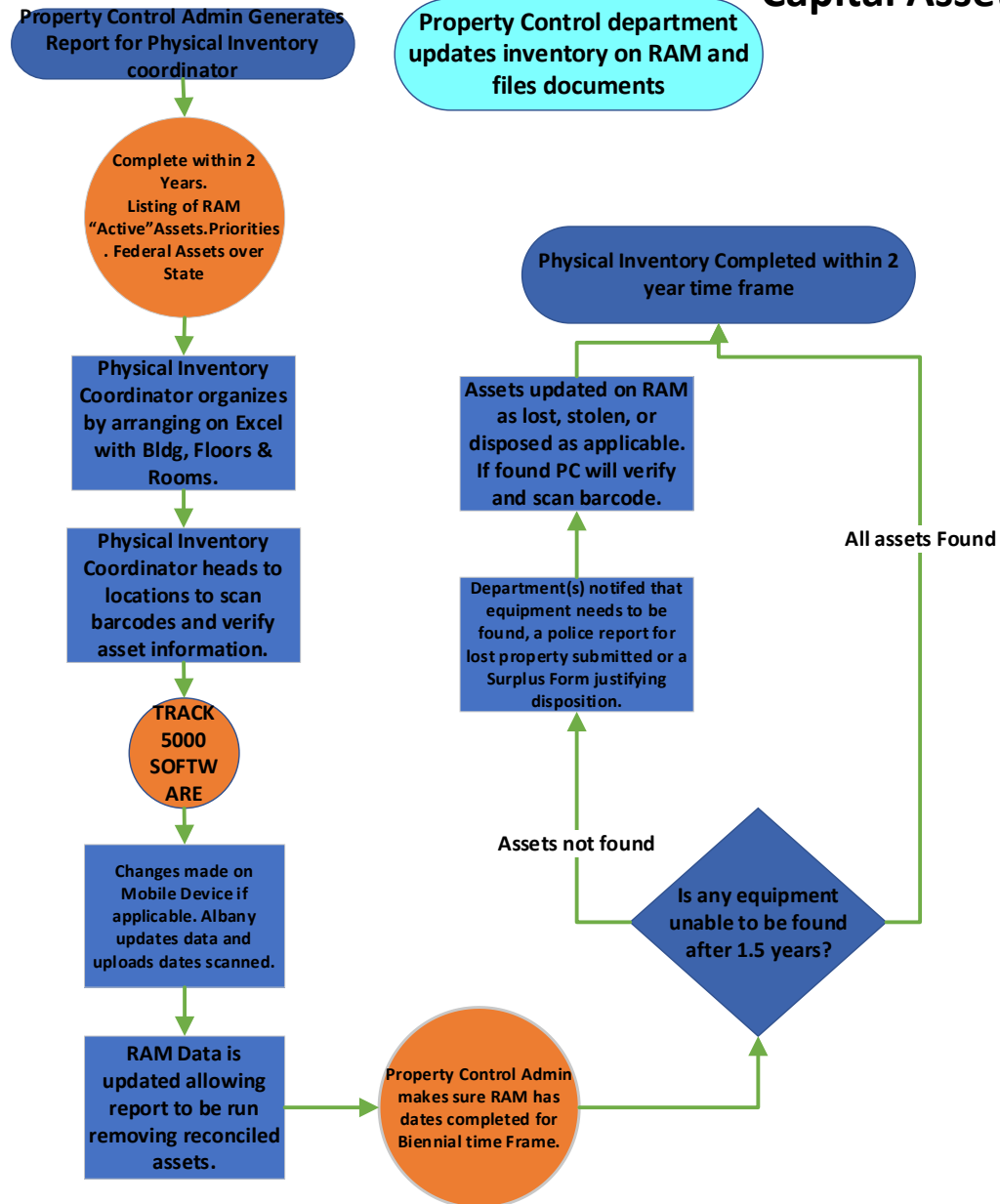
Capital assets have an acquisition cost of \$5000 or more and are required to be reported by SUNY, NYS, and RF policies. This type of equipment is considered generally durable and has useful life of a year or more. These are also inclusive of software purchases and software licenses costing \$5000 or more. These assets are assigned decals denoting the funding if SUNY, SBF, LISVH, Research foundation, or Hospital.

RF Assets may not always appear to be \$5000 on the system. If a purchase is split by awards each award will be assigned its own decal. This is to report to the sponsors their contribution toward the asset. For example the asset decal on a unit may be 05555555R0 but 3 awards had been used to purchase. On the system the first 9 alpha numeric characters on the RAM system will be the same with the ending 0 05555555R0 - \$3000 for the largest award. 05555555R1 \$1000 and 05555555R2 \$1000 will also appear on the system but not physically exist changing the suffix to 1, 2, 3, 4 etc. depending on how many awards have been used.

# Capital Asset Training

Departments are still responsible to maintain and track these items. Any changes of location or if needing to dispose of the item departments must complete a PROC0067 Report for Surplus and/or Transfer of Personal Property Form.

- 1. Equipment is received at Central Services and the decal affixed.**  
*\*\*Note if decal can't be affixed or has bypassed receiving department will be contacted to have decal affixed.*
- 2. SUSB703 will be uploaded by the Property Control department to Wolfmart for department to complete building, room, floor, make, model, and serial number sections of the form. This form is available on the Property Control website.**
- 3. Department must complete necessary fields and return form to the Property Control department.**
- 4. The Property Control Physical Inventory Coordinator will attempt to physically verify these and scan the barcodes on a biennial basis which is a two year period.**



# Ownership Decal



# Ownership Decal Overview

The Property Control department issues ownership barcode decals for equipment that has an acquisition cost below \$5,000.00 and are of high risk for theft or loss. These items will not be entered onto the RAM system and are the responsibility of the department that has purchased these items to track. (NOTE: Prior to December 2020 asset decals were used instead of ownership decals).

Items that are high risk may include but are not limited to computers, monitors, printers, and refrigerators. Ownership decals may also be requested by a department. The Property Control department reserves the right to tag assets at any cost with ownership asset decals at the Property Control department's discretion. All equipment with a purchase cost below \$5000 is subject to physical inspection by the Property Control department.

All purchases of electronics for DoIT under the \$5,000 threshold will be provided with blue ownership tags for their inventory purposes. All other departments with related electronic purchases can be recorded by a scan of Wolfmart/Lawson and/or serial tracking numbers by DoIT staff. Electronics under DoIT will be inclusive of the following.

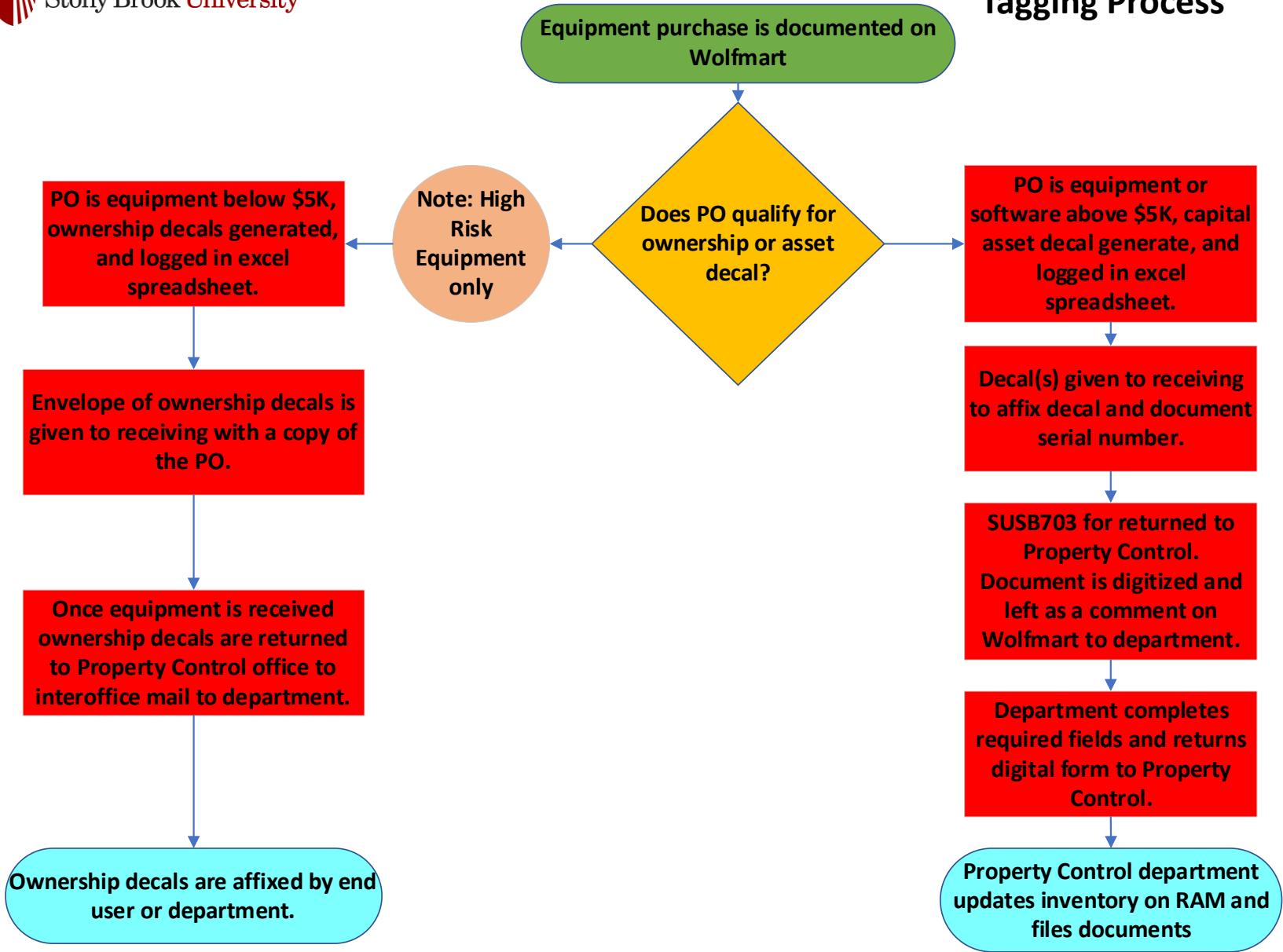
- Computers
- Monitors
- Laptops
- Tablets
- Surveillance cameras
- Desktop printers

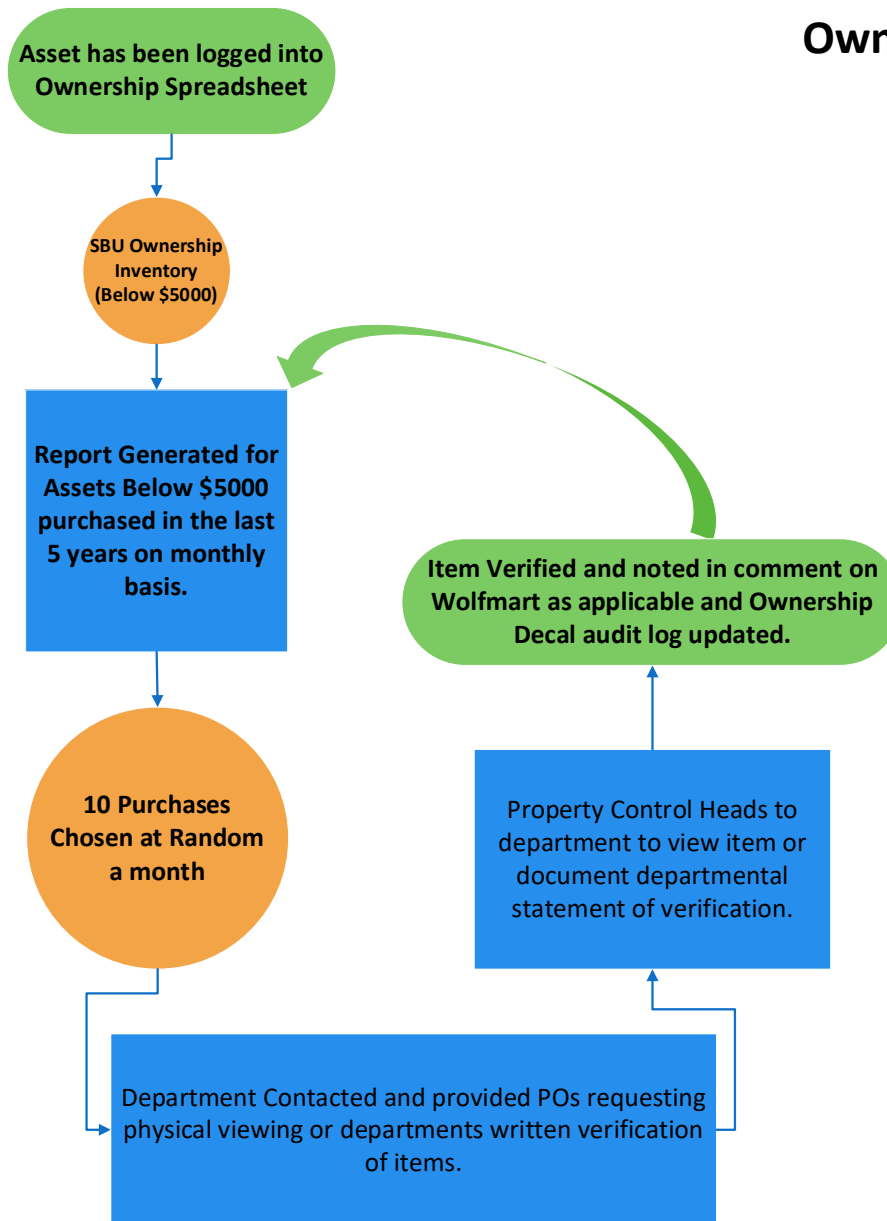


# Ownership Decal Training

1. Equipment is received and delivered to department.
2. Central Services will mail ownership decals to the department who order the equipment.
3. Department will affix ownership decals to high risk equipment.
4. Department is responsible to maintain and track location of equipment.
5. Property Control will choose at random 10 items purchased within the last 5 years and reach out to the departments for item verification.  
*\*\*Note if items cannot be found department must contact UPD and file a lost or stolen report.*

# Tagging Process





# Surplus of Equipment

Property Control will surplus most equipment a department may want to remove, just complete the surplus form Report of Surplus Personal Property Form and fax it to PC at (631) 632-8332 or scan and email to [Property\\_Control@stonybrook.edu](mailto:Property_Control@stonybrook.edu).

The present location of property field, the department head signature field, servicing unit section (when appropriate), description, asset decal #, and serial # sections must be completed in order to process the request.

Please have all items emptied prior to removal. This includes but is not limited to file cabinets, water in incubators, items in refrigerators and freezers. This is to ensure safety for both parties. Equipment that is not emptied will not be picked up by our staff at that time and your area may have to wait as we have many requests to process.

Property Control does not pick up items such as scrap metal, wood pieces, skids, house hold garbage, or recyclables. Please contact recycling 632-6400 or use the Fixit system for these items.

Property Control does not have storage space. We ask that departments with reusable items send us pictures and dimensions of the items so we can immediately redistribute.  
[Property\\_Control@StonyBrook.edu](mailto:Property_Control@StonyBrook.edu)

# Transfer of Equipment

For Transfers it is the same process however the new location of transferred property section and receiving department/office signature need to be completed as well. If transferring ownership the department account number that is receiving the equipment will need to be provided to process the transfer properly on the system for future inventories.

The Property Control department does not provide moving services. We only remove items from an area or redistribute to another department or departments. However if a piece of equipment is moved by your area to another location the updated location should be reported to Property Control via the surplus/transfer form.

Only RF Funded equipment maybe transferred to another non-state institution. If a department wishes to transfer RF equipment to another entity they must complete the PROC0067 form and contact the Office of Grants Management to have RF operations approval for the transfer.

State owned equipment is only transferrable to other SUNYs and NYS entities. This kind of transfer is subject to approval by Albany.

Please do not leave items in the hallway as it is a fire hazard and Property Control cannot accommodate immediately as we receive many requests.



# Questions?

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## Property Control Q&A

Q1. Why do I need a decal?

A1. Capital Asset Decals are required by NYS and RF Policies for assets \$5000 and above. Ownership decals are required in order for end users to track and maintain records of assets below \$5000 for loss and theft prevention.

Q2. How do you complete the SUSB703 form?

A2. The SUSB703 form needs the Serial #, Building, Room, Floor, Manufacturer and Model sections completed and accurate. This form is used solely for assets costing \$5000 or more and is available on our website as well as will be left in the comments of qualifying equipment by the Property Control department once the equipment has been received.

Q3. Where can the completed SUSB703 form be sent to.

A3. The form can be completed and uploaded on the PO on Wolfmart or emailed to [Property\\_Control@stonybrook.edu](mailto:Property_Control@stonybrook.edu).

Q4. How do I get a decal?

A4. Contact [Property\\_Control@stonybrook.edu](mailto:Property_Control@stonybrook.edu) or call 632-6306 if you are in need to obtain a decal. Q5. Am I responsible for tracking my assets?

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A5. The department is responsible for tracking all their equipment.

Q6. How do I track my assets?

A6. This is up to the department to do. The Property Control office can provide an excel spreadsheet that may be helpful, but it is up to the department owning how they wish to maintain.

Q7. How long do I have to maintain asset records?

A7. The department must maintain and track their equipment until it is sent for repurposing or disposition through the surplus process.



Q8. What is the value to qualify for decals?

A8. Capital Asset tags are assigned for anything having a useful life of a year or more. Ownership Asset Tags are for any high risk items which may include but are not limited to computers, monitors, printers, and refrigerators.

Q9. What is the value to qualify for decals?

A9. Capital Asset tags are assigned for anything having a value of \$5000 or more and a useful life of a year or more. Ownership Decals are for any high risk for theft items under \$5000 which may include but are not limited to computers, monitors, printers, and refrigerators.

Q10. How do I dispose of something?

A10. Complete [A Report for Surplus and/or Transfer of Personal Property Form PROC0067](#) and submit it to the Property Control department. Once the form is received Property Control will facilitate removal.

Q11. How often will we get audited for equipment verification?

A11. Assets over \$5000 these will be checked over a two-year period. The Property Control department will coordinate with departments to verify the location of this equipment and will need to scan the asset decal barcode for auditing compliance. Departments are responsible for notifying the Property Control department of any changes to location by submitting a [A Report for Surplus and/or Transfer of Personal Property Form PROC0067](#). Property with an Ownership Decal will be checked by Property Control randomly on a monthly basis by sending email request to the departments or by physical verification, depending on the item.

Q12. What do the different decal colors mean?

A12. The decals are color coded as follows:

For State: Decal color is Red

For Research Foundation: Decal color is White.

For Hospital: Decal color is Green and White

For Property below \$5000: Decal color is Blue