



TEXAS A&M SYSTEM
**Sponsored Research
Services**

Property Desk Manual

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Effective Date: September 1, 2012
Revision Date: June 2, 2014
Review Date: *September 1, 2014*

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Definitions

TAMU SYSTEM

Capital Asset:

Real, personal, or intangible property having a value equal to or greater than the capitalization threshold for the particular asset classification and having an estimated useful life of greater than one year.

Capital Equipment:

Personal property with a single unit value of \$5,000 or more and a useful life of more than one year.

Controlled Asset:

Personal property that does not meet the capitalization threshold but that must be inventoried and tracked due to the nature of the item.

EPIK Portal:

Personalized access to administrative forms, guidelines, and business transactions used by TEES.

Equipment:

Any possession owned by or entrusted to a Member of the A&M System having sufficient value to warrant inclusion in fixed asset financial reports or, due to the nature of the asset, is required to have management controls placed on it. Equipment does not include consumable items nor does it include real property. Can be a capital asset, controlled asset, or inventoried asset.

Inventory:

Is an itemized list of equipment for which a department is held accountable.

Maestro:

A web based system to support researchers and research administration across the Texas A&M University System.

OnBase:

A web-based document storage system.

OMB CIRCULAR A-110

Equipment:

Tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and acquisition cost of \$5000 or more per unit.

- Consistent with recipient policy, lower limits may be established.

Property:

Unless otherwise stated, real property, equipment, intangible property and debt instrument.

Exempt Property:

Tangible personal property acquired in whole or in part with federal funds, where the awarding agency has authority to vest title in the recipient without further obligation to the federal government. An example of an exempt property authority is in the Federal Grant and Cooperative Agreement Act for property acquired under an award to conduct basic or applied research by a non-profit institution of higher education or non-profit organization whose principal purpose is conducting scientific research.

Roles and Responsibilities

Role:

Ensures that Sponsor owned assets and Agency owned assets are tracked and protected according to Sponsor requirements.

Responsibilities:

- Provide information and resources concerning equipment and property acquired on SRS managed accounts.
- Prepare and submit annual & final equipment reports for assets on SRS accounts.
- Audit equipment expenses against asset records for annual & final equipment reports.
- Assist TAMUS Risk Management concerning assets covered under the scientific equipment policy by providing reports of equipment acquired on SRS managed accounts and information on loss or damage claims.
- Review & approve the disposal of assets on SRS accounts for the System Members.
- Inventories, tracks and disposes of assets acquired on Research Foundation accounts.

Reporting and Sponsor Required Forms

Final Inventory Reports

Final inventory reports are initiated by receipt of a letter from a sponsor (with applicable forms) or by the receipt of the SRS Closeout Form. The terms and conditions of the award determine which reports and procedures are applicable for each project.

Letters from the sponsor requesting a final inventory report:

- ✓ Review award to determine equipment regulations governing the equipment.
 - Check for any specific equipment instructions and any other clauses referring to equipment.
- ✓ Run an inventory search to identify accountable equipment under the project.
- ✓ Review FAMIS FRS Screen 69 to obtain a total for equipment and controlled assets purchased under the project.
 - FAMIS FRS Screens 19 & 34 provide useful information during the closeout stage.
 - Fixed Asset database records for equipment and controlled assets under the project should balance with the FAMIS total for equipment and controlled items purchased.

- Research any discrepancies.

The PI is sent a copy of the equipment accountable under the project with a request to supply us with condition codes, location and his/her recommendation for disposition.

- ✓ If the sponsor retained title to the assets, disposition options usually are:
 - to transfer the equipment to another active project
 - to request title to the equipment and/or to request disposition instructions from the sponsor
- ✓ The award may have specific instructions on what options are available under each project.
- ✓ The PI is requested to return the information to the SRS Property office within about two weeks.
 - **If the information is not received in a timely manner, the PI is contacted and the problem attempted to be worked out over the phone. It is important that the final closeout of a project not be held up because of inventory problems.**
 - Often sponsors will not make the final payment until all contract closeout documents, including property reports are received.

If the PI requests to have the equipment transferred to another project, a letter is sent to the sponsor asking for approval to transfer.

- The PI is notified of the action by a copy of the sponsor's letter.
- If the sponsor rejects the request, instructions are usually received concerning disposition of the equipment.
 - A copy of the letter is sent to the PI.

If the PI wants to keep the equipment to use on future research efforts, a letter is sent to the sponsor requesting transfer of title.

- If the sponsor rejects the request, instructions are usually received concerning disposition of the equipment.
 - A copy of the letter is sent to the PI.

If the PI no longer needs the equipment, a letter is sent to the sponsor requesting disposition instructions.

- When the reply is received, the PI is notified.
- The project is responsible for packing and shipping arrangements but the sponsor should pay all shipping costs.

After all accountable equipment has been transferred, returned, or title received, a final negative report is submitted to the sponsor with a copy to the PI, if required by the award.

If there is not equipment accountable under a project, a final negative report is not required.

Receipt of an SRS Closeout Form in the Property Office is handled in the same process as above.

DOE Form 4300.3

Form 4300.3 must be completed semi-annually as of February 28th and August 31st for each DOE contract. <http://energy.gov/cio/downloads/doe-f-43003>

- An inventory report is run for all current DOE contracts.

- The previous report for each contract is pulled and compared to each current listing of property.
 - RF reports are stored in hard copy file by account number
 - Report for all other campus codes are stored on the SRS file server
- All new sponsor-owned acquisitions are assigned an asset type code.
- All acquisitions and dispositions are noted in the appropriate space.
- The form is submitted to the property administrator of the DOE contract, unless otherwise stated in contractual documentation.

DOE SF-428 Tangible Personal Property Report Family Form

- SF-428 is completed if required per the Federal Assistance Reporting Checklist and Instructions, which are listed in DOE awards.
http://www.netl.doe.gov/business/forms.html#REPORTING_FA
- An inventory search is performed for the DOE awards.
- The form is submitted to the property administrator of the DOE contract, unless otherwise stated in contractual documentation.

NASA Form 1018

- Form 1018 must be completed on all NASA contracts annually as of September 30th.
http://www.nasa.gov/offices/ocfo/references/ocfo_cntr_prop.html
- An inventory report is run for all current NASA contracts.
- The previous report for each contract is pulled from the SRS file server and compared to the current listing of property.
- Only sponsor owned equipment is included on the form.
- All acquisitions and dispositions are noted in the appropriate column.
- The form is submitted via the NF 1018 Electronic Submission System (NESS).

DOT Annual Report Form DOT F 4220.43

- DOT Form F 4220.43 must be completed on all DOT contracts annually as of July.
http://www.dot.gov/sites/dot.dev/files/docs/TAR_FORM_4220.43.pdf
- An inventory report is run for all DOT contracts.
- The previous reports are pulled for each contract and compared to the current computer listing.
- All new acquisitions and dispositions are reported.

Various Texas Agencies

- These reports are based on the award document.

Texas Department of Health Services

- Form GC-11 must be completed by Oct 15th Annually.
 - Report is only for awards that have acquired equipment.
 - This report is done for the life cycle of the asset, even if the award is closed.
- Equipment items valued at \$5000.00 or more are reported.
- Controlled assets with the value of \$500.00 or more and firearms regardless of the cost are reported.
- Real Property and Other Intangible Property of \$5000.00 or more are reported. Other Intangible Property includes property developed, produced or obtained by the Contractor.
 - Ex. domain names, URLs, software licenses, etc.

- Reports are based on System Member.
 - There are reports sent based on a category prior to SRS and after SRS.

Texas Office of the Attorney General

- An Equipment Inventory Report is due by October 15 for Fiscal Year End.
- Grantee submits an Equipment Inventory Report which provides record of:
 - the current inventory items purchased,
 - disposed,
 - replaced,
 - or, transfer of any equipment purchased with grant funds.

Insurance Requirements and Reporting

Property assists TAMUS Risk Management concerning assets covered under the scientific equipment policy by providing equipment information on SRS managed accounts and information on loss or damage claims.

This assistance can include:

- Preparing a report in Business Objects that provides information from the FAMIS FFX database for equipment on SRS accounts. This insurance report can be run by Campus Code. It located in TAMUS Shared Folder, Fixed Asset Sub-folder and called Assets Purchased on SRS accounts.
- Providing serial number, model number, acquisition value & manufacturer name for items involved in a loss or a damage situation.
- Assisting the insurance provider (Anco) with more detailed descriptions of locations tied to the assets on SRS accounts.

Transfer Department Property (TDP)/Surplus Property Requests

If a Department has no further use for an inventoried piece of property on Sponsored Research Services (SRS) accounts, the Transfer Departmental Property (TDP) procedure is used to send the item to University Surplus.

- ✓ Canopy is used to create an on-line Transfer Departmental Property (TDP).
- ✓ Releasing department creates the TDP.
 - Routed through SRS.
- ✓ Sponsored Research Services Property receives the TDP through an e-mail
 - CANOPY@CANOPY.TAMU.EDU
 - FAMIS Routing Notification.
- ✓ E-mail notification is received.
 - Property staff approvals are divided by system member.
- ✓ FAMIS FFX Series 500 screens or contract are reviewed for title info.
 - May not be titled to system member

- May need to be returned to the sponsor.
- Would not approve without sponsor approval.
- ✓ Items can be approved or rejected in Canopy or FAMIS Screen 910.
 - Canopy
 - choose the inbox
 - call up the document
 - sign approval
 - or reject with note
 - FAMIS
 - Choose TDP to be approved
 - Pull up document
 - “APP” for approve
 - “REJ” for reject with notes
- ✓ The TDP is then submitted and automatically routed to the receiving department where it is signed.

TAMRF Property Procedures

Acquisition

- Research Foundation inventory records are maintained on FAMIS CC 99.
- FBAR332 is reviewed monthly to determine new purchases to be added to FAMIS.
- Awards are retrieved & reviewed in OnBase to determine ownership of the item.
- PI’s are contacted for any questions regarding the equipment.
- Inventory tags are sent to the PI’s to be affixed to the equipment with a request to return information regarding location, model number & serial number.

Annual Physical Inventory

- An annual listing of equipment is sent to PI’s with a request for a physical inventory to be performed.
- FAMIS records are updated upon receipt of the completed inventory.

Inventory records are reconciled semi-annual with FAMIS accounting records.

Disposition

- Research Foundation owned items can be approved by SRS Property Office.
- Sponsor owned items must be approved by the sponsors.

Property Closeout Process

- ✓ Notified by the Closeout Team via email when an SRS Closeout Form is started.
- ✓ Notified by email from SO SRS Subawards that they have completed section 5*.
 - SO SRS Property is the next group in the close out process.
- ✓ Review FAMIS FFX Screen 547 to see if any equipment or controlled items are listed on the project.

- Note: Campus Code 99 does not track controlled items.
 - ✓ Review FAMIS FRS Screen 69 to obtain a total for equipment and controlled assets purchased under the project.
 - FAMIS FRS Screens 19 & 34 can provide useful information during the closeout stage.
 - Fixed Asset database records for equipment and controlled assets under the project should balance with the FAMIS FRS total for equipment and controlled items purchased.
 - Research any discrepancies.
 - Review the award to determine the equipment regulations governing the equipment
 - ✓ Check for any specific equipment instructions and any other clauses referring to equipment.
 - The award document is scanned into Maestro, OnBase or Laserfiche.
 - ✓ If a Final Property Report needs to be sent to the sponsor it should be listed in the award. (see Reporting and Sponsor Required Forms above).
- Open the Closeout Form in the Closeout Processing Folder and enter the information required in Section 6* Property (*section numbers are subject to change based on the order of closeout progression).
- ✓ The comment section is filled out based on what has been reviewed concerning the equipment charges.
 - Enter “no equipment purchased”, if applicable.
 - If equipment was purchased enter equipment vested with appropriate campus code.
 - If a Final Property report was sent to the sponsor enter that in the comment section.
 - Save the information.
 - ✓ Update FAMIS SPR Screen 124.
 - ✓ Enter “Closeout Section 6 Completed”.
 - ✓ Forward the original email from SO SRS Subawards to the next department listed on the closeout form.
 - ✓ State that Property Section 6 is completed.
 - This informs the next department it is their turn to continue the close out process.

Document Storage Systems

SRS uses each system members’ document storage system to access contractual documentation needed to provide the following services:

- Ensure assets tracked are in compliance with sponsor requirements
- Property Closeout
- Sponsor reporting

The following lists the document storage systems and the system members who utilize them:

Texas A&M University – TAMU (02)

- Maestro <https://maestro.tamus.edu>

Texas A&M Engineering Experiment Station - TEES (08)

- EPIK Portal <http://engineeringportal.tamu.edu>
- Maestro <https://maestro.tamus.edu>

Texas A&M Health Science Center - HSC (23)

- Laserfiche <http://www.tamhsc.edu/departments/finance-admin/laserfiche.html>

Texas A&M Agrilife Extension – TAEX (07)

- Laserfiche <http://aglfdocs.tamu.edu/>

Texas A&M AgriLife Research – TAES (06)

- Laserfiche <http://aglfdocs.tamu.edu/>

Texas A&M Transportation Institute – TTI (12)

- OnBase

Texas A&M University at Galveston – TAMUG (10)

- Maestro <https://maestro.tamus.edu>
- OnBase

Texas A&M Veterinary Medical Diagnostic Laboratory (20)

- Laserfiche <http://aglfdocs.tamu.edu/>

Research Foundation – RF (99)

- OnBase

Records Retention

The SRS Property office follows the retention schedule listed in the sponsor agreement, if any, otherwise the property office follows the retention scheduled based on the system member.

Texas A&M University System Record Retention Schedule

<http://www.tamus.edu/assets/files/legal/pdf/System-Records-Retention-Schedule-Dec2012.pdf>

TMVDL

<http://http://agrilifeas.tamu.edu/documents/619901v101.pdf.tamu.edu/documents/619901v101.pdf>

TAMUS

<http://www.tamus.edu/offices/records/>

TAES

<http://agrifeas.tamu.edu/documents/619901x101.pdf>

TAEX

<http://agrifeas.tamu.edu/documents/619901x101.pdf>

HSC

<http://tamhsc.edu/departments/finance-admin/records.html>