

Ball State University
Department: Purchasing Services

Policy: Equipment Acquisitions
Policy – PUR330

General Description

This procedure covers the method of accounting for moveable equipment inventories when Ball State University gains title of ownership. Definition and specific responsibility for moveable equipment is described in the Overall Departmental Responsibilities Policy for the Division of Purchasing Services (PUR300).

I. Policy

- A. The following is the manner in which moveable equipment can be acquired by Ball State University and the method of notification of such acquisition to Purchasing Services.
 1. Regular Procurement Process. (PUR200)
Purchasing Services is notified by an asset control report through electric transmission in the Banner system.
 2. Gift to the University
It is the responsibility of the department receiving the gift to notify Controller's Office so that they may record the gift in the Banner system and begin the acquisition procedure.
 3. Grant Purchases
Purchasing Services is notified by an asset control report through electric transmission in the Banner system.
 4. On loan to the University
It is the responsibility of the department receiving the equipment on loan to notify Controller's Office so that they may record it in the Banner system and begin the acquisition procedure.
 5. Constructed or assembled at BSU
It is the responsibility of the department receiving the equipment to notify Controller's Office of the asset so that they may record it in the Banner system and begin the acquisition procedure.
 6. University surplus
It is the responsibility of the department receiving the equipment to notify Purchasing Services of the asset so that they may record it in the Banner system and begin the acquisition procedure.

- B. Once Purchasing Services becomes aware that the moveable equipment is physically received and owned by Ball State University, they have the responsibility of initiating the tracking process. This process is for moveable equipment physically located on or off the University campus.
- C. Any physical change of location, transfer of custodianship, disposal or surplus of the moveable equipment should be communicated to Purchasing Services via form B-450 available on SciQuest prior to any action with the asset taking place.

II. Procedures: Equipment acquisitions and maintenance in the Banner System

A. Asset Classifications:

- 1. Moveable equipment (tagged assets): Purchasing Services will affix a tag to the moveable equipment with the title "Property of Ball State University". The tag will also contain a unique number that will be associated with the asset. Assets are physically tagged and maintained in the Banner system in two categories:
 - i. Tracking purpose of Technological Assets, in coordination with IT Department.
 - ii. Capitalize Assets: Asset having a value greater than \$5000.

B. Acquire Inventory: Acquiring moveable equipment at on-campus locations

- 1. Notification of a new asset classified as moveable equipment is generated by the online purchase order process for regular purchases, grant purchases of assets with a value greater than \$5000, and all Technological Assets.
- 2. Notification of all Technological Assets classified as moveable equipment is generated by the online purchase order process for regular purchases.
- 3. All Moveable Technological Assets acquired by means other than the regular purchase order as described in section II(B)(1) of this policy requires the custodial department to contact Purchasing Services to initiate the acquisition process.
- 4. Moveable assets with values greater than \$5000 acquired by means other than the regular purchase order as described in section II(B)(1) of this policy requires the custodial department to contact Purchasing Services to initiate the acquisition process.
- 5. The following is the manner in which assets acquired through the online purchase order SciQuest System are processed:
 - i. Once the asset is received and invoiced in SciQuest, the Banner system generates an O-tag report that is run monthly. The material handler compares and reviews information listed on the O-tag report with the online purchasing system to verify the authorized university account number, department location of the asset, and the description of the asset. Any adjustments are handwritten on the O-tag report.

- ii. The material handler makes a site visit to the physical location of the asset listed on the O-tag report. The material handler will verify the physical description against the O-tag report and handwrites the assigned inventory tag, model number, and serial number on the O-tag report, indicating any other corrections / notations of change, i.e., manufacturer name that differs from the purchase order vendor. The material handler applies the inventory tag to the asset, signs and dates the O-tag report Sheet and returns the O-tag report to the secretary.
- iii. The secretary adds the asset and asset data to the Banner System.

C. Procedure: Acquire Inventory: Tagging Moveable Equipment at Off-Campus Locations

The process for tagging moveable equipment at on-campus locations listed above is followed for tagging moveable equipment off-campus with the following exceptions:

1. If the location is within a 150 mile radius of the main campus, a site visit by the material handler to the physical location of asset listed on O-tag report will take place.
2. Locations over a 150 mile radius of the main campus, tag(s) will be sent with the department representative on the next trip to the off-campus location or the tag(s) will be mailed to the location for applying to the appropriate asset(s). The department representative will relay via telephone or email with the secretary any information needed about the asset to insure correct entry in the Banner system.
3. The Central Stores Coordinator records the coding for off-campus locations as follows: Building Code - OA (outside area); Room Code - 100 (default); other location (Physical Address of Off-campus asset).

Responsibility

Purchasing Services
Custodial Departments

Other departments affected:

General Campus
Controller's Office

Process: Equipment Acquisitions Tracking and Maintenance. Policy number -- PUR330

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