Property Management 101
The role of Property Management

- Maintain accurate equipment records
- Comply with federal regulations
- Tag all moveable capital equipment owned by BU or located at BU
- Supply information to Risk Management and University departments
- Database is sub-ledger for the University’s financial statements
- Conduct physical inventories at least every 2 years
What is Moveable Capital Equipment

Defined as tangible property which meets the following criteria:

- Useful life of **1 year** or greater

- **$5,000** or greater, including delivery/installation cost, and including required attachments

- BU has title to, is the custodian of, or is **responsible** to account for item
How many assets are we currently tracking?

10,000 +
Information maintained on each asset

- Asset ID number
- Descriptive profile
- Manufacturer
- Model number
- Serial number
- Acquisition price/invoice information
- Campus location
- Building & room
- Owner Title
- Responsible Cost Center
- Capitalization Date
- Custodian

Tagged on the front whenever possible
If it’s not in the system, it may not be covered

Boston University purchases property insurance for damage or loss to BU owned or leased assets BUT are subject to a high deductible. The capital asset data in the Property system is critical to ensuring BU has adequate insurance coverage.

Please review the Risk Management web site for coverage details regarding capital equipment.

https://www.bu.edu/cfo/risk-management/
Shopping cart workflow

Buyer ➔ Department Approval ➔ Property Approval ➔ PO generated automatically

Approval Status Details for Selected Item

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Process Step</th>
<th>Level Status</th>
<th>Status</th>
<th>Processor</th>
<th>Received On</th>
<th>Processed On</th>
<th>Forwarded By</th>
<th>Agent Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>SRM Shopping Cart Completion</td>
<td>Completed (Level was Processed)</td>
<td>Approved</td>
<td>NGOC HAN LE</td>
<td>10/10/2017 15:37:41</td>
<td>10/10/2017 15:51:27</td>
<td>Buyers of Purch. Group</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>SRM Shopping Cart Completion</td>
<td>Completed (Level was Processed)</td>
<td>Approved</td>
<td>MEENAKSHI LAKSHMINARAYANAN</td>
<td>10/10/2017 15:51:29</td>
<td>10/11/2017 08:54:59</td>
<td>Department Approval</td>
<td></td>
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<tr>
<td>003</td>
<td>SRM Shopping Cart Completion</td>
<td>Completed (Level was Processed)</td>
<td>Approved</td>
<td>SARAH NEVEUX</td>
<td>10/11/2017 08:55:01</td>
<td>10/11/2017 09:30:14</td>
<td>Property Approval</td>
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<td>004</td>
<td>Automatic Approval</td>
<td>Completed (Level was Processed)</td>
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<td>System</td>
<td>10/11/2017 09:30:16</td>
<td>10/11/2017 09:30:17</td>
<td>SYSTEM</td>
<td></td>
</tr>
</tbody>
</table>

Note: If cart is forwarded to another person (e.g. Property forwards to appropriate PAFO administrator to approve an order on a Grant) then the additional person will appear on approval list as ADHOC under “Agent Determination”
Best practice, point 1

**Shopping carts** are the best method for purchasing equipment.

Ensure shopping carts clearly identify Moveable Capital Equipment, either in asset description, attachment, or internal memo.

Don’t order equipment via P-Card or any other method other than shopping cart.
Best practice, point 2

Orders should include the **intended location** of the equipment

Example: Address missing or general delivery address used, e.g. 44 Cummington using B15 (mail room) or 24 Cummington using Room 107. Lab number is needed.
Best practice, point 3

Orders should include a **detailed description**, and quotes or attachments where applicable, otherwise can delay processing as we follow up.

Example: Include detailed description of what equipment is, rather than invoice or part number.
Best practice, point 4

Orders should **list the PI** (who is the equipment custodian) instead of student or Department Administrator who are not knowledgeable of the equipment.

Example: Include PI name, phone number, and email address.
Best practice, point 5

Each piece of capital equipment must be on its own line on a shopping cart, otherwise will cause delays as we will send back for correcting.
Reminders

• Unused List from Business Warehouse (status code “N” means not in use)


• As per Uniform Guidance – when the award is over, your federal equipment must be used on another federal project
If in doubt, contact us

Contact us when:

• Other non-shopping cart purchasing methods are used for equipment purchases (directly calling the vendor, P-card purchases). Property Management should be promptly notified to ensure that the equipment is entered into the asset accounting module.

• Shopping carts appear to contain Moveable Capital Equipment, but Property Management is not on the approval list.

• There is any uncertainty about whether or not a shopping cart contains Moveable Capital Equipment.

• The building code does not clearly indicate where the equipment will be located (many buildings have the same address).
What we need from Departments

ACCESS

• To buildings or rooms for inventory and tagging
• Up-to-date list of Department Property Administrators (DPA)
What we need from Departments

KEEP US IN THE LOOP

• Notification of
  • People leaving or retiring from BU
  • Disposals (only 5% compliance)
  • Anything that gets moved in house (new labs / new buildings) or transferred
  • Capital Equipment that is Leased, Loaned, or Donated to BU – may not be covered under our insurance unless we are notified, tagged and put into the property system
Next Steps

• Please help us maintain a current list of Department Property Administrators (DPAs) by cost center

• We will follow up with outstanding list of equipment, cc’ing those in this group or specified DPAs
Questions?

Remember.. If you are doing anything with capital equipment (moving, leasing, disposing, etc) please contact Property Management so our records are correct!

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Maura Blanchard, Property Administrator  353-8083