Commonwealth of Pennsylvania – 1/17/2012 SJC

Master Agreement **– 4400008014**

Property Tracking and Reporting Procedures

1. Property Inventory will identify account numbers associated with task orders.
	1. Via Access DataMart queries under Property Inventory\Access
2. 90, 60, 30 days before task order ends, Property Inventory will send a reminder to the PI, copying the Research Administrator and Financial Officer, about property reporting requirements under the agreement. Reminder will include:
	1. Request for listing of property under $5,000
	2. Request for copies of invoices for property under $5,000 (Invoices must be provided for all expendable property as defined in the COP Master Agreement.)
	3. Purchasing card receipts must be provided to property inventory by the department.
	4. Request for information concerning all property purchased by subcontractors
	5. Spreadsheet extract from equipment database of capital property
	6. If property exists, request PI to authorize disposition
	7. If property is Lost, Damaged, Destroyed or Theft, PI will need to complete a report listing the events that lead to the incident
3. Property Inventory will maintain delinquent list, periodically reminding units of reporting need.
4. Upon receipt of all information listed under item 2., Property Inventory will:
	1. Add over $5,000 items to the report, including copies of invoices
	2. Submit to Commonwealth of PA or DGS
	3. Track 60-day window
5. If PSU allowed to retain, Property Inventory notifies unit. If any item(s) over $5000, removes sponsor tags and updates equipment database records.
	1. Retag item(s) for insurance purposes
6. If Commonwealth requests return,
	1. Property Inventory notifies unit.
	2. Unit responsible for:
		1. Complying with University Policy BS15
		2. Actual property transfer
		3. Retaining all documentation
	3. Property Inventory responsible for:
		1. Removing PSU tags
		2. Updating equipment database records