POLICY: Sensitive and Movable Non-Capital Equipment Inventory

Last Updated: July 5, 2013 DRAFT

The University of Missouri and the University of Missouri – St. Louis (UMSL) require individual colleges to maintain inventories of sensitive and/or portable non-capital equipment. Non-capital is defined as equipment costing less than $5,000 EACH.

Sensitive and/or portable items in the College of Education include but are not limited to
- Collectibles (coins, stamps, paintings, rare books)
- Libraries defined for the purpose of this policy as collections of books available for circulation (Established libraries such as the SAUL library may be included at a gross value and adjusted annually.)
- Items with a useful expected life of greater than one year
- Leased equipment which otherwise meets the criterion
- Donated equipment which otherwise meets the criterion
- Technology including but not limited to device classes such as laptops, workstations, multi-touch tablets (similar to iPads), displays (monitors as well as projection), printers, cameras, transcription devices, and the like. All items purchased through the UMSL Desktop Service Plan (DSP) are excluded. DSP equipment inventory is maintained by UMSL Information Technology Services.

Excluded from the College of Education inventory of sensitive or portable items are the following
- Non-Capital Software
- Individual books including desk copies of text books

Departments are required to add items to the inventory records and delete items from the record as they occur rather than waiting for the annual inventory cycle.

Stewardship for both capital and non-capital assets of the UMSL rests with the Department Academic Administrators including those assets funded by grants and gifts. Annual inventory reports must be signed and maintained for three years. In order to separate the required annual physical inventory from other high activity time periods, the College of Education performs this inventory in February of each year.

It is the responsibility of the support staff to ensure that non-capital equipment is correctly coded in the accounting records of PeopleSoft REGARDLESS of purchase mechanism. This includes requisitions, Show-Me-Shop, non-PO vouchers and Procurement Card purchases. Correct PS accounts for non-capital equipment (based on 7-1-2012 PS account code list) are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>740100</td>
<td>Computers - Non Capital</td>
<td>non-capital computers with a unit cost of less than $5000</td>
</tr>
<tr>
<td>740300</td>
<td>Equipment - Non Capital</td>
<td>non-capital equipment, with a unit cost of less than $5000</td>
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</table>
Contact the College of Education Dean's Office for coding guidance for any purchase which appears to fit the policy criterion but is not included in the list of PS accounts above.

How and who maintains inventories. When are physical inventories completed. How are items added when purchased – ePro, non-catalog requisitions, ProCard, non-PO voucher. How items “at home” are recorded. What is process for requesting report when an employee resigns?

The related policy is BPM-407 Inventory of Movable Property and Equipment