

INVENTORY CONTROL PROCEDURES – ACCOUNTING OF COLLEGE PROPERTY

PURPOSE

These procedures are issued to provide guidelines and procedures regarding stewardship required for property assets at the College of Charleston, to assure that College equipment is used only for educational, research, or public service purposes of the College and in accordance with the requirements of the [Code of Laws of South Carolina, Section 10-1-140](#) and other applicable laws and regulations governing state property and to provide Inventory Control documentation which authorizes the removal of property from the owning department's inventory.

Section 10-1-140 of [The Code of Laws of South Carolina](#) makes the President of the College accountable for the supervision, control, and inventory of all state-owned property in the custody of the College of Charleston and requires such property, except for expendables, be inventoried annually. Accountability for security to prevent misuse or loss of College plant property as well as the responsibility for the location, custody, and maintenance of such property, and communicating changes to Inventory Control has been delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned regardless of funding source.

Specific responsibilities of the responsible parties regarding College property are as follows:

1. Know the location of all equipment, keys, and supplies in their inventory and assure that such equipment is reasonably secure from possible theft and other hazards. *Responsible parties report any changes in location of all equipment, keys, and supplies to the Dean's Office's Data Specialist and Information Manager (DSIM).* This is critical for proper stewardship and essential for insurance management purposes.
2. Assure that assigned equipment is being used in the best interest of the College.
3. Provide assistance as needed to the DSIM and Inventory Control personnel who are taking inventory or placing identification tags on equipment.
4. Review, verify and respond to an annual inventory report of the status of inventory and complete all required actions prompted by the findings. Those actions include, but are not limited to, identifying any equipment not currently on an inventory list, preparing a written request to Public Safety to investigate missing property, and preparing written documentation attesting to the disposition of any property due to loss, transfer, cannibalization, etc. In the event a response from the responsible parties is not received regarding property that cannot be located within the allowed time, Inventory Control will report that property as missing with Public Safety for formal investigation.
5. Will discourage theft and loss of College property by fixing responsibility.
6. Understand that property acquired for individual use remains College-owned property during employment and after the responsible parties leave the College, discontinue employment, or transfers from their present position.
7. Agree to complete the EHHP End of Employment Checklist before leaving the College, discontinuing employment, or transferring from their current position

PROCEDURES FOR REPORTING MOVEMENT OF COLLEGE EQUIPMENT

College property should only be used for official purposes. Generally, no one is permitted to remove from the College premises any property belonging to the College, even though it has been purchased with grant funds or may seem to be of no value, unless it is removed under established guidelines as noted below. When accountability is changed, the DSIM should be notified in writing, using the *Change in Accountability Form*, within ten (10) days of the appointment. The form should be completed in its entirety, including the name and telephone number of the appointee.

1. **Temporary Removal of Property from College Premises:** College property may be temporarily removed from the College premises with written permission from the appropriate Department Head, Dean or Director when it is integral to a person's role for which they have been hired or aids them in accomplishing their primary mission (e.g. teaching in the field, performing research off campus, attending meetings off-site). When there is a unique or special task or circumstance, outside of a person's regular duties, and it is determined that the temporary removal of property will advance College programs or activities, written permission may be granted by the appropriate Department Head, Dean or Director.

Permission should include a description of the equipment, condition, any serial number, and the College Property tag number and should be recorded using a *Change in Accountability Form*, the original to be forwarded to the DSIM with a copy kept on file by the responsible parties. The DSIM will submit the form to Inventory Control and update the EHHP Master Inventory Database. The person or official representative of the entity to which the property is temporarily assigned must utilize the property for College-related business or activities, and agree to assume responsibility for the property during the time it is removed. Furthermore, the person or entity to which property is assigned, specifically for a task, or peripherally in their role, may be liable for any losses, damage or destruction, or impairment of function or useful life of the equipment that may result due to negligence or carelessness.

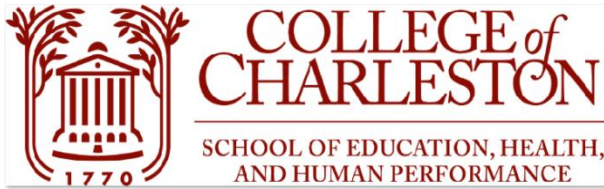
2. **Missing Property:** If property is discovered missing, an immediate request should be made of the DSIM and Public Safety to have the loss investigated. The DSIM will submit a *Change in Accountability Form* to Inventory Control and Public Safety and update the EHHP Master Inventory Database.
3. **To Transfer Property:** The releasing Department Head, with the approval of the Provost or administrative officer, will complete a *Change in Accountability Form*, including obtaining the necessary approvals from the receiving Department Head and Provost or administrative officer. Each department will keep a copy and the releasing unit will send the original to the DSIM. The DSIM will submit the form to Inventory Control and update the EHHP Master Inventory Database. If necessary, departments should request assistance from Physical Plant, in moving the equipment.
4. **To Relocate Property:** The Department Head responsible for the equipment should complete a *Change in Accountability Form* indicating the new location of the property and send the original to the DSIM and retain a copy for the department file. The DSIM will submit the form to Inventory Control and update the EHHP Master Inventory Database.
5. **To Cannibalize Property:** Before a department may cannibalize, or dismantle, property for parts, approval of the Department Head and DSIM is required using a *Change in Accountability Form* with a description of where the parts will be used. The *Change in Accountability Form* should be forwarded to the DSIM and retain a copy for the departmental file. The DSIM will submit the form to Inventory Control and update the EHHP Master Inventory Database.
6. **To Salvage or Surplus Property:** Salvage property items are those that are irreparable or whose present value is less than their cost of repair. Surplus property is useable or repairable at a cost less than the present value of the item, but is no longer needed by the department. After properly indicating whether the property is surplus or salvage, the Department Head responsible for the property should fill out a *Change in Accountability Form* and send the form to the DSIM and retain a copy for the departmental file. The form should indicate when the property can be picked up. When applicable, the DSIM will update the EHHP Master Inventory Database.
7. **To Trade or Request Other Changes:** The "Other" classification on the *Change in Accountability Form* may be used to report property traded (reference should be made to the purchase order number on which the trade is indicated) and other unspecified changes in accountability. An example of "other changes" would be returning tagged property to a vendor for replacement. The type of transaction should be indicated and the original should be sent to DSIM and retain a copy for the departmental file.

KEYS

It is the responsible parties' responsibility to work with the DSIM and College to achieve maximum security while maintaining reasonable usability of College of Charleston facilities, to maintain strict control of the campus key and lock systems including key duplication and distribution, and to maintain a recorded chain of accountability for all keys issued.

It is the policy of the School that other than during normal working hours all buildings shall be locked in order to maintain the safety of both the buildings and their content. Keys are issued for entry to facilities for the purpose of conducting College business only. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage from failure to do so.

1. **Requesting Keys:** Persons requiring keys to access College facilities shall place a request with the DSIM or department administrator using the EHHP Key Authorization Form. An authorized signature will be required and keys will not be issued to a third party. Upon issue, the DSIM will update the EHHP Master Inventory Database - to include the responsible party, access rights, and key number.
2. **Returning Keys:** Return all keys to the DSIM or department administrator before leaving the College, discontinuing employment, or transferring from your present position. If there is a question regarding the issuing entity, turn the keys in to the DSIM. Do not turn keys over to anyone else (such as another person who is assuming your position). You will be held responsible for all keys issued to you. The DSIM must be notified of all keys returned in order to update the EHHP Master Inventory Database - to include the responsible party, access rights, and key number. If a key is to be reissued, procedures under "Requesting Keys" are to be followed.
3. **Lost Keys:** Lost keys are to be reported to the DSIM. A new key request procedure must be initiated for replacement keys. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.
4. **Stolen Keys:** Stolen keys are to be reported to the DSIM and Public Safety. A detailed police report must be filed detailing the circumstances of the theft. A new key request procedure must be initiated for replacement keys. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by stolen keys.



KEY AUTHORIZATION FORM

Name of Requestor (print or type clearly): _____

CWID: _____

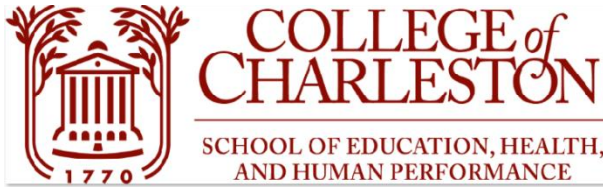
Date: _____

Key ID#	Building name and/or room numbers	Signature

Please ensure that all information is included and the form is signed by the appropriate authorities.

Name of Approving Dean, Department Chair or Director	Signature	Date

DSIM	Signature	Date



EHHP CHECKLIST FOR END OF EMPLOYMENT*

*The following requirements are for the School and are in addition to any requirements of the College.

____ Electronic equipment (e.g. computers, iPads, flash drives, and cell phones) returned to Department Chair or DSIM; Change in Accountability Form completed and sent to DSIM. (Dept. Chair or DSIM's initials _____)

Type/Model/Description	PP#	Serial #	All data has been cleared and backed up

____ Keys (building, office, classroom, etc.) returned to Department Chair or DSIM; Change in Accountability Form completed and sent to DSIM. (Dept. Chair or DSIM's initials _____)

Key ID#	Building name and/or room numbers

____ Email address transferred or cancelled and removed from Global Address List (Dept. Chair's initials _____)

____ Removed from EHHP or Department Faculty and Staff websites (DSIM's initials _____)

____ Transfer network files and other pertinent electronic files to the department shared folder (Dept. Chair's initials _____)

____ Label student work/paperwork and confirm with department administrator (Dept. Chair's initials _____)

____ Change voicemail message notifying callers to contact the department administrator (Dept. Chair's initials _____)

____ Remove all personal items from classrooms, office/desk, etc. (Dept. Chair's initials _____)

____ Copy code removed (Budget and Finance Coordinator's initials _____)

Signature of Departing Employee

Date

Dean's Signature

Date

DSIM's Signature

Date

PROPERTY CHANGE IN ACCOUNTABILITY FORM

Instructions: Complete this form to account for the movement of College property, tagged or non-tagged. Additional details on the use of this form are available at procurement.cofc.edu, Inventory Control Procedures for Accounting of College Property.

Date Submitted: Tag Number: Property Charged to Index Number:
 Original Purchase Price: Today's Value: Was property purchased with grant funds? (Yes / No):
 Current Assigned Location (Department / Building / Room Number):
 Property Description (Use Attachment A if reporting multiple items):

Change Requested (please check only one):

Pick up for Salvage or Surplus* (Specify date and business hours property may be picked up):
Transfer to Another Location within Department (Specify building and room number of new location):
Transfer to Another Department
Temporary Removal from College Premises (Specify new assignee and temporary location address):
Cannibalized
Missing/Stolen Property (Attach copy of Public Safety Investigation Report; requires Senior V.P. and President's signatures below)
Trade-In or Other Change (i.e.: catastrophic loss)
 Specify PO# and Description of Trade-In / Other Change requested:

Signature of Responsible Department Head

 Print Name

 Department Phone Index #

Signature of Individual Receiving / Department Head (if transferred)

 Print Name

 Department Phone Index #

***Computer Equipment: ALL College of Charleston and personal data is required to be removed from computer equipment being turned in as surplus. Please contact the Information Technology Help Desk at 843.953.3375 for assistance.**

I hereby attest that all College of Charleston and personal data has been removed from this equipment:

Signature
 Print Name Date

Verified by (Signature)
 Print Name Date

Signatures required for Missing/Stolen Property to be removed from inventory.

Provost or Executive VP for Business Affairs
 Date **President**
 Date

Original - Inventory Control; **Copy** - Department Records (Inventory Control will return a copy acknowledging the change.)

