

UConn

Administrative Policy 2015-04 Asset Control

Title	Asset Control
Policy Owner and Contact Information	Office of Logistics Management Logistics Supervisor: 860-679-8749 assets@uchc.edu
Applies to	All UConn Health Faculty, Staff, contractors, and volunteers
Campus Applicability	All UConn Health locations including areas owned, leased, or shared with other entities
Effective Date	3/15/2021

PURPOSE:

To ensure compliance with State property control regulations as they pertain to UConn Health and outline UConn Health's asset control requirements and mechanisms.

APPLIES TO:

All UConn Health faculty, staff, residents, students, contractors, and volunteers

DEFINITIONS:

Banner fixed asset module: UConn Health's financial system of record, Banner, has a module specifically for tracking fixed assets. All capital assets are recorded here

Capital Asset: an item with an expected useful life longer than a single reporting period (i.e. a fiscal year), arising from an expenditure of \$5,000.00 or greater.

Controllable Asset: an item which does not meet the financial criteria for a capital asset, being less than \$5,000.00 in value, but which must be tracked because of its sensitive, portable and/or theft-prone nature. UConn Health has designated the following types of assets as controllable: computers (desktops and laptops), equipment storing confidential data related to HIPAA, FERPA or State of Connecticut intellectual property, smart phones and tablets.

MACOLA: UConn Health's asset management and inventory system. MACOLA is used for the annual fixed asset inventory as well as to store records of controllable assets. Controllable assets are generally less than the capitalization threshold and are therefore not held on Banner. If a controllable asset is also a capitalized asset it may be in both locations.

Surplus property: any tangible item owned by UConn Health that is no longer required for use in a department. Using the Electronic Forms Workflow system, such items should be communicated to Logistics and scheduled for removal.

POLICY STATEMENT:

All State of Connecticut assets, including UConn Health's, must be properly safeguarded, maintained, inventoried and valued. In order to accomplish these requirements, UConn Health primarily follows the guidelines set forth in the State of Connecticut Property Control Manual, which is published and

maintained by the Office of the State Comptroller. The most up-to-date version of the complete manual is available on the State Comptroller's website (<http://www.osc.ct.gov/manuals/>).

Public Act 91-256 gives UConn Health certain autonomy over operations to improve its responsiveness to operational needs. That being said, UConn Health has two significant differences from the State's Asset Control Policy and the Property Control Manual. Those exceptions are:

Official Asset List: As a non-CORE agency (a state agency that does not record its transactions in the State's CORE GL system), UConn Health instead utilizes its Banner fixed asset module, rather than the CORE-CT inventory module, to maintain its capital asset inventory. UConn Health's controllable asset inventory is maintained in the MACOLA system.

Surplus Property: Most state agencies are required to report any surplus property directly to the State and Federal Property Distribution Center; however, under its exemption UConn Health is allowed to operate its own on-campus surplus property facility, managed by UConn Health's Office of Logistics Management.

All individuals working, volunteering, or studying at (or for) UConn Health are required to protect UConn Health's property and use it appropriately.

Employees within each custodial department are responsible for: ensuring the department's assets are procured, stored, secured and maintained appropriately; documenting and reporting asset purchases, moves, trade-ins, transfers, leases, loans, donations, impairments, disposals, or losses in a timely manner (within 1 week) using the [Electronic Form Workflow \(EFW\)](#) system; providing asset control inventory staff with timely access to equipment; and assisting with inventory reconciliation as needed.

Additional information about asset control responsibilities, procedures and forms can be found in UConn Health's Asset Control Procedure Manual.

PROCEDURES/FORMS:

State of Connecticut Asset Control Manual	http://www.osc.ct.gov/manuals/
UCH Inventory Control Manual	https://opa.uchc.edu/opa_inv/pam_home.html
UConn Health Capital Assets Page	https://opa.uchc.edu/a_mm_web/capital_assets.htm
EFW System	https://nso-srv-macola.uchc.net/efw_training/

REFERENCES:

- Connecticut General Statutes § 4-36 (Inventory and list of state property)
- Connecticut General Statutes § 4-33a (Illegal, irregular or unsafe handling of state or quasi-public agency funds)
- Connecticut General Statutes § 4a-4(c) (Control of state property and equipment)
- State of Connecticut *Property Control Manual*, published by the Office of the State Comptroller
- UConn Health Asset Control Procedure Manual
- UConn Health Electronic Forms Workflow (EFW) System

RELATED POLICIES:

None

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed) _____
UConn Health Chief Executive Officer

3/15/2021 _____

Kiki Nissen (Signed) _____
Administrative Policy Committee Vice-Chair

3/11/2021 _____

Janel Simpson (Signed) _____
Administrative Policy Committee Chair

3/12/2021 _____

POLICY HISTORY:

New Policy Approved: 05/8/2015

Revised: 3/15/2021