



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the Health System Policy.

Responsible Office

Office of Business and Finance

POLICY

Issued: 07/01/1975
Revised: 07/01/2019 (Interim)

The Ohio State University (Ohio State) seeks to promote accountability and ensure the ongoing fiscal integrity of the university through the effective management of all its assets. Financial stewardship for capital assets rests with each college/VP unit, and includes the identification, tracking, and review of the unit's own capital assets. Asset Management, within the Office of the Controller, is responsible for assisting units with tracking capital assets, maintaining a permanent and detailed record of all capital assets owned by the university, and managing an accurate system that meets the federal government's requirements and inventory counts for all capital assets, including sponsored program acquisitions and private gifts.

Purpose of the Policy

To provide guidance on how to properly safeguard, document, and maintain capital and non-capital assets in accordance with state and federal regulations. To promote the university's compliance with federal rules and regulations, specifically: 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Federal Acquisition Regulations and Supplements; OMB Audit Requirements Compliance Supplements; and OMB Uniform Grant Guidance.

Definitions

Table with 2 columns: Term and Definition. Rows include Asset coordinator, Asset custodian, Capital asset, Non-capital asset, Receptor, and Unit.

Policy Details

- I. Overview
A. As a large public institution, Ohio State is held to a high degree of public scrutiny and accountability for its business practices. Tracking capital assets according to state and federal regulations must be done effectively to ensure that university assets are monitored responsibly and in a manner consistent with the university mission, applicable laws, ethical practices, and in compliance with other university policies and requirements.



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the [Health System Policy](#).)

- B. Authority to make changes to capital assets is limited to the dean/VP and senior fiscal officer.
- C. To comply with state and federal standards, the university must:
 - 1. Include the depreciated value of all capital assets in the university's annual financial report;
 - 2. Keep an accurate inventory of assets to substantiate the assets' use charge calculation included in the federal indirect cost rate and thereby optimize the recovery rate;
 - 3. Use sound business practice to control assets, specifically maintaining accurate property records; and
 - 4. Abide by federal rules and regulations regarding capital assets.
- D. No individual employee may personally benefit from the sale of university or contractor-owned material or assets. Individuals who take, sell, or benefit from the sale of such items may be subject to criminal prosecution and/or corrective action up to and including termination.
- E. The use of any type of university asset for personal purposes is prohibited, unless as allowed by the [Responsible Use of University Computing and Networking Resources](#) policy.
- F. The university assumes no responsibility for personal property brought onto campus, even if that personal property is used for a university purpose.

PROCEDURE

Issued: 07/01/1975

Revised: 07/01/2019 (Interim)

- I. Acquisition of Capital Assets
 - A. Procurement of capital assets
 - 1. Asset purchases are made using the Financials system and must follow all applicable policies.
 - 2. Capital assets must have the specific account values (65311 through 65399) and the asset profile ID (category code) included in the purchase order.
 - 3. The requisitioner or buyer must complete the standard header comments on requisitions and purchase orders to improve the completeness and accuracy of the information needed to create an asset in the Financials system.
 - 4. Purchase orders for capital assets should contain the ship-to code (381) for Central Receiving and end user delivery address, unless the item qualifies as a Central Receiving delivery exception.
 - 5. All capital assets purchased with a university issued PCard must be documented on the [Add Asset to Inventory Form](#) and submitted to Asset Management within seven business days of the purchase transaction date by the **asset coordinator**.
 - B. Delivery of capital assets
 - 1. All university and Office of Sponsored Programs (OSP) capital assets should be shipped to Central Receiving (2650 Kenny Road) for delivery to the end user address, unless the capital asset:
 - a. Is to be delivered to a regional campus, remote location, or off-campus research or job site;
 - b. Weighs more than 4,000 pounds; or
 - c. Exceeds the following physical limitations of Central Receiving:
 - i. Height and width of dock doors is 8' 11" wide x 8' tall
 - ii. Height and width of elevator doors is 8' x 11" wide x 12' 11" tall x 12' long
 - iii. Usable ceiling height in dock area (attention to the Co-Ray-Vac heating system is a priority) is 9'
 - iv. Height and width of storage area doors (if the asset is to be stored before delivery) is 9' x 9"
 - C. Receiving capital assets
 - 1. Capital assets delivered to ship-to code (381) must be received in the Financials system by Central Receiving before the items are shipped to the unit.
 - 2. Capital assets delivered directly to the unit must be received by the unit's **receptor** within seven business days of the delivery.
 - 3. The asset coordinator is responsible for addressing any errors or damage to the capital asset directly with the supplier.



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the [Health System Policy](#).)

D. Tagging capital assets

1. Asset Management creates the asset when reporting demonstrates that the item has been received in the Financials system by Central Receiving (or the unit's receptor) and Accounts Payable has entered the invoice.
2. Asset Management creates the asset for capital assets purchased by PCard when the [Add Asset to Inventory Form](#) is submitted by the asset coordinator to Asset Management.
3. Capital assets must be assigned a tag number once the asset is created by Asset Management.
4. Assets must be tagged by the asset coordinator within 30 days of receipting.
5. Certification of tagging must be documented for audit and submitted to Asset Management within 30 days of receipting by the asset coordinator.
6. The Financials system includes a "date tagged" field. This field is used to monitor tagging activity and track assets to ensure they are tagged in timely manner.
7. The tag must be affixed to the capital asset by the asset coordinator and should be placed on a flat, visible surface unless it is attached to a removable component or it is "untaggable."
 - a. If it is not possible to affix the tag to an item due to its size, number of components, or delicate nature, then "untaggable" is noted in the comment field of the Financials system, and the assigned tag is kept with the item's invoice in the unit files for the life of the asset.
8. The asset ID and tag number are used in asset counts performed as part of the annual external and PIER counts. These numbers are required in the database that supports the university's federal indirect cost rate.

II. Disposition of Assets

A. Asset retirement

1. When an asset is inactivated from unit records, the [UNIV Asset Maintenance Form](#) must be fully completed and submitted to Asset Management by the asset coordinator.
2. Asset Management is responsible for inactivating capital assets in the Financials system. Types of assets that must be retired are those that have been:
 - a. Destroyed by natural or other disaster;
 - b. Lost, which must be noted with detailed explanation of circumstances of loss, date last sighted, and by whom;
 - c. Properly reclassified as "fixed" assets;
 - d. Returned to the research sponsor;
 - e. Salvaged for parts (i.e., cannibalized), which must include tag number for item repaired or upgraded;
 - f. Stolen, which must be reported to University Police or local law enforcement and a copy of the police report submitted with the [UNIV Asset Maintenance Form](#); or
 - g. Transferred to a state agency.

B. Asset relocation

1. Asset coordinators are responsible for maintaining a valid location in the Financials system for capital assets. If an asset is moved to another room or building, the asset location code must be changed in the Financials system within 30 days of the move by the asset coordinator.

C. Asset trade-in

1. Asset trade-ins must be approved by the senior fiscal officer of the applicable college/VP unit prior to finalizing any external arrangements; otherwise follow the [Surplus Materials Disposal](#) policy.
2. Trade-in details (e.g., tag #, asset ID, and amount of trade-in) for the old asset should be documented in the header comments of the purchase order for the new asset.
3. Requests for trade-in of OSP tagged assets require an [OSP Asset Maintenance Form](#) be submitted by the asset coordinator with the requisition to OSP Procurement for review and approval before an OSP tagged asset can be considered for trade-in on the purchase of a new asset. OSP tagged assets cannot be traded-in on UNIV purchases.

D. Assignment to employee for off-campus use



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the [Health System Policy](#).)

1. Any moveable asset regardless of value (including and not limited to cell phones, lap-tops, tablets, or other portable electronic devices) taken off campus or assigned to an employee for off-campus use must be documented using the [Asset Off-Campus Stewardship Form](#) by the asset coordinator, **asset custodian**, and senior fiscal officer.
 2. Capital assets (and non-capitalized assets tracked in the Financials system) must reference the name of the employee that will be assigned the asset in the custodian field of the Financials system and the name of the employee that authorized the off-campus use.
 3. The unit must retain a copy of the signed [Asset Off-Campus Stewardship Form](#) in unit files.
- E. Transfer to another university unit
1. If asset ownership is transferred between university units, a [UNIV Asset Maintenance Form](#) must be submitted to Asset Management by the asset coordinator, including the asset ID, tag number, and new location code. The unit from which the item is being transferred is responsible for obtaining approval of the dean/VP, senior fiscal officer, or designee for both transferring and receiving units.
- F. Permanent transfer from Ohio State to another university
1. Assets may be transferred to another institution at the discretion of the dean/VP, senior fiscal officer, or designee, provided all of the following has occurred:
 - a. Permission to transfer OSP or sponsor-owned assets has been obtained from OSP prior to transfer to ensure that the transfer meets government or sponsor regulations.
 - b. If the item was a gift through Advancement Gifts & Records, the unit has communicated with Gift Planning to ensure the item can be transferred; there may be tax implications for the donor.
 - c. [UNIV Asset Maintenance Form](#) has been completed and submitted to Asset Management.
 - d. Any other records associated with the asset have been made available to Asset Management to permit distribution to the new institution.
- G. Stolen Assets
1. The asset custodian must report stolen assets immediately to University Police or local law enforcement and to the asset coordinator.
 2. The asset coordinator is responsible for providing the asset ID and tag number to the police. Asset Management can be contacted if the unit does not have complete information about the asset.
 3. The asset coordinator must submit [UNIV Asset Maintenance Form](#) to Asset Management along with a copy of the police report. Asset Management will inactivate the asset in the Financials system.
 4. Questions regarding insurance provisions for stolen assets should be directed to the Office of Risk Management.
- H. Donations
1. Capital assets may be donated only to named, tax exempt organizations that are organized and operated for charitable, scientific, or educational purposes, provided the unit receives prior approval from the dean/VP or senior fiscal officer.
 2. Assets must be fully depreciated and the university must have title to the asset.
- III. Non-capital Assets
- A. Units are responsible for maintaining effective physical custody over all movable assets, including non-capital assets.
- B. College/VP units are required to record and tag the following non-capital assets using tags issued by Asset Management:
1. Digital media (including and not limited to televisions not attached to permanent structures and digital cameras);
 2. Items that hold institutional data (including and not limited to computers, tablets, phones, smart TVs) as defined by the [Institutional Data](#) policy;
 3. Items that pose a safety risk (including and not limited to guns and Tasers); and
 4. Items that pose an environment risk (including and not limited to chemical storage containers).



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the Health System Policy.)

- C. Non-capital assets that are used off-site... D. Asset coordinators in units that track non-capital assets...

IV. Certification and Counts of Capital and Non-capital Assets

A. Certification

- 1. Deans/VPs and senior fiscal officers are required to ensure that adequate internal controls are in place and functioning...

B. Physical counts

- 1. The Physical Inventory and Equipment Review (PIER)... 2. Asset Management will conduct risk-based physical counts... 3. OSP will conduct counts of sponsor-owned assets annually... 4. Physical counts of items in research space... 5. Asset Management and OSP will schedule counts... 6. Asset Management and OSP will provide count findings...

V. Corrective Action

- A. The university may take corrective action against any individual who fails to maintain proper stewardship of university and/or sponsor-owned assets including, and not limited to, termination and/or criminal action.

Responsibilities

Table with 2 columns: Position or Office, Responsibilities. Rows include Asset coordinator, Asset custodian, and Asset Management.



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the [Health System Policy.](#))

Position or Office	Responsibilities
	<ol style="list-style-type: none"> 3. Manage a system that meets federal requirements and inventory counts for all capital assets. 4. Create the asset when reporting demonstrates the asset has been received. 5. Create the asset for capital assets purchased by PCard when the Add Asset to Inventory Form is received. 6. Inactivate capital assets in the Financials system. 7. Conduct risk-based physical counts as prompted; schedule with asset coordinator. 8. Provide count findings, along with instructions on how to improve asset tracking to the dean/VP, senior fiscal officer, and asset coordinator.
Central Receiving	Receipt capital assets delivered ship-to code before shipping to the unit.
College/VP unit	<ol style="list-style-type: none"> 1. Assume financial responsibility for capital assets. 2. Identify, track, and review unit assets. 3. Record and tag specially identified non-capital assets.
Dean/VP and senior fiscal officer	<ol style="list-style-type: none"> 1. Authorize changes to capital assets. 2. Authorize transfer of assets to other institutions after ensuring: OSP permission; notification of Advancement Gifts & Records; completion of paperwork; asset records made available to Asset Management. 3. Approve asset donations to named, tax exempt organizations operated for charitable scientific, or educational purposes. 4. Implement adequate internal controls to ensure the effective custody of assets. 5. Approve the PIER.
Individual	<ol style="list-style-type: none"> 1. Do not personally benefit from the sale of university or contractor-owned material or assets. 2. Do not use university assets for personal purposes. 3. Know that the university assumes no responsibility for personal property brought onto campus, even if used for a university purpose.
Office of Sponsored Programs	<ol style="list-style-type: none"> 1. Conduct sponsor owned counts annually; schedule with asset coordinator. 2. Provide count findings, along with instructions on how to improve asset tracking to the dean/VP, senior fiscal officer, and asset coordinator.
Receiptor	<ol style="list-style-type: none"> 1. Verify that capital assets are receipted in the Financials system. 2. Receipt capital assets delivered directly to the unit within seven business days.
Requisitioner/buyer	Complete standard header comments on requisitions and purchase orders.
Senior fiscal officer	<ol style="list-style-type: none"> 1. Approve asset trade-ins. 2. Submit an Asset Off-Campus Stewardship Form to document assets taken off campus or assigned to an employee for off-campus use.
Unit	<ol style="list-style-type: none"> 1. Retain a copy of the signed Asset Off-Campus Stewardship Form in unit files. 2. Obtain approval of the dean, VP, senior fiscal officer, or designee (of both units) when transferring assets between units. 3. Communicate with Gift Planning prior to transferring an asset to another institution. 4. Maintain effective physical custody over moveable assets. 5. Submit the PIER to Asset Management by September 30.

Resources

Forms and system

- Add Asset to Inventory Form, busfin.osu.edu/policies-forms?tag=265
- Asset Off-Campus Stewardship Form, busfin.osu.edu/policies-forms?tag=265
- Assist, assist.ocio.osu.edu/assistprocurement84/WebHelp/asset_management/Asset_Management.html
- OSP Asset Maintenance Form, busfin.osu.edu/policies-forms?tag=265
- UNIV Asset Maintenance Form, busfin.osu.edu/policies-forms?tag=265

Governance Documents

- Health Systems Capitalization of Assets, wexnermedical.osu.edu/about-us/employee-onesource
- Institutional Data, cybersecurity.osu.edu/system/files/institutionaldata.pdf



Interim University Policy

Applies to: Faculty, staff, and student employees. Health System employees are covered by the [Health System Policy.](#))

Responsible Use of University Computing and Network Resources, ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf

Surplus Materials Disposal, busfin.osu.edu/sites/default/files/451_surplusmaterialsdisposal.pdf
University Policies, policies.osu.edu

Additional Guidance

2 CFR 200, gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html

Federal Acquisition Regulations, acquisition.gov/browsefar

Federal Acquisition Supplemental Regulations, acquisition.gov/Supplemental_Regulations

OMB Audit Requirements Compliance Supplements, whitehouse.gov/wp-content/uploads/2018/05/2018-Compliance-Supplement.pdf

OMB Uniform Grant Guidance, grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Asset Management, Office of the Controller, Office of Business and Finance	614-292-6048	assetmanagement@osu.edu / busfin.osu.edu/university-business/controller/asset-management
Assets received as gifts	Estate and Gift Planning, University Development, Office of University Advancement	614-292-2183 800-327-7907	giftplan@osu.edu
Central receiving process, limitations, and receipting; specialty movers	Central Receiving, Office of Business and Finance	614-292-2694 Fax: 614-247-6065	osums@osu.edu busfin.osu.edu/central-receiving
Federal indirect cost rate	Accounting, Office of Business and Finance	614-292-6200	busfin.osu.edu/university-business/controller/accounting
Insurance provisions for stolen assets	Risk Management, Office of Financial Services, Office of Business and Finance		busfin.osu.edu/risk-management
Purchasing process, assets delivered damaged or non-conforming to a PO	Purchasing, Office of Business and Finance	614-292-2694 Fax: 614-292-6913	BF-PRSM-OSUPUR@osu.edu busfin.osu.edu/purchasing
Research assets	Office of Sponsored Programs Procurement, Office of Research	614-292-6871 Fax: 614-292-6870	osp.osu.edu/ osp.osu.edu/administration/procurement/
Stolen assets, securing assets	University Police, Office of Public Safety, Office of Administration and Planning	614-292-2121	police@osu.edu dps.osu.edu/police
Surplus	Surplus, Office of Business and Finance	614-292-9738	surplus@osu.edu busfin.osu.edu/surplus

History

- Issued: 07/01/1975
- Revised: 09/01/2008 (Procedure only)
- Edited: 02/01/2009 (Procedure only)
- Revised: 07/01/2009 (Policy Details only)
- Edited: 09/01/2011 (Policy Details only)
- Edited: 09/01/2017 (Form Details only)
- Edited: 03/01/2018 (Form Details and Website Updates only)
- Edited: 09/04/2018 (Adapted to University Policy Template)
- Revised: 07/01/2019 (Interim)