PIEDMONT VIRGINIA COMMUNITY COLLEGE

VII. FISCAL POLICIES AND PROCEDURES

VII – 2.0 FIXED ASSETS

VII – 2.1 FIXED ASSET INVENTORY POLICY

Policy #:	**VII – 2.1**		
Effective:	**April 1, 1998**		
Revised:	**August 31, 2008**	**October 15, 2013**	**October 8, 2014**
	March 14, 2016		
Responsible Dept.:	**Business Office**		

1. **Purpose**

   This policy addresses the recording, internal control, and safeguarding of all college owned and otherwise utilized fixed assets.

2. **Policy**

   Piedmont Virginia Community College shall record all fixed assets purchased by, donated to, and loaned to the college with a value of $1,000 or more in accordance with the Commonwealth of Virginia's Accounting Policies and Procedures (CAPP) Manual and the Virginia Community College System's (VCCS) Administration Information System (AIS) Asset Management Training Manual. Exceptions to the $1,000 or more recording requirement are: 1) all Equipment Trust Fund (ETF) equipment will be recorded where the unit cost is $500 or greater, 2) all Technology Fee-funded equipment having a value of $500 or more will be recorded, and 3) any grant-funded equipment requiring recordation at less than $1000 will be recorded per grant requirements.

   The Receiving Department shall assign and affix a fixed asset tag to every equipment item received that meets the criteria for inventoried equipment. These tags shall be affixed prior to delivery to the responsible department.

3. **Responsibilities**

   Building and Grounds Receiving Department is responsible for receiving, tagging or marking, and transporting equipment once it is received by the college. A FAIS Inventory Data Input Document must be filled out and turned into the Fixed Asset Coordinator so that it will be recorded in the AIS Asset Management system.

   The Fixed Asset Coordinator is responsible for identifying, recording into the AIS Asset Management system, as well as, maintaining an up-to-date Master Inventory List as outlined in the VCCS AIS Asset Management manual.

   Departmental and office personnel are responsible for ensuring that equipment is adequately insured, safeguarded, and controlled, and that all changes and discrepancies are promptly reported to the Fixed Asset Coordinator. In the event of any stolen or missing items, departments must report it to the Security Office and the Fixed Asset Coordinator or Business Manager. In the event that an IT item is stolen or missing, the ISO should be notified so an IT incident report can be completed.

4. **Procedures**

   4.1 Identifying New Assets

   A. When receiving equipment purchased with grant funds, EFT, and college funds over $1000, the equipment will be tagged with a college identification tag indicating an identification number.
       a. It will look like this: 282   XXXXX   XXXXX
                                            Agency #   00000   ID#

   B. For each item meeting the asset identification criteria, attach the fixed asset tag in an area easily accessible, scannable, and visible from the front.

   C. Indicate the fixed asset tag number assigned on the receiving report.

   D. Review the form for completion and sign to confirm receipt.

   E. Return the completed FAIS Inventory Data Input Document along with the receiving report and packing slips to the Buyer. The Buyer will match up with the invoice and forward to the Fixed Asset Coordinator for input in the AIS Asset Management System.

   4.2 Recording New Assets

   The Fixed Asset Coordinator shall observe the following procedure:

   A. Maintain all equipment inventory records for the College as it relates to internal control standards, for audits, and within accounting guidelines.

   B. Add and retire asset records into AIS-AM within the guidelines established in the CAPP manual and the VCCS manual.

   C. Enter the following information into the AIS-AM for each inventoried item:
       - Tag Number
       - Date of Acquisition
       - VCCS information if applicable
       - Capitalization number (used for ETF)
       - Item Description
       - Profile ID (Nomenclature Code to track useful life)
       - Acquisition Chart of Accounts
       - Dollar Value
       - Manufacture, Model number, and Serial number
       - Capitalized chart field of accounts
       - Custom Attributes (PO and Responsible Department codes)

   D. Provide adhoc reports on inventoried records as requested by the Business Manager.

   E. Retire all assets reported as lost, missing, and scrapped once the appropriate form is provided from the Business Manager. The form to be completed and returned is the **Unserviceability and Destruction** form. The Fixed Asset Coordinator will also retire assets as outlined in §12.5 for surplus property filed with the Department of General Services (DGS).

   F. Provide date and financial analysis on assets, report deviations from policy guidelines, and submit reports. Direct physical inventories, spot audits, and carry through audits and inventories as directed by the Business Manager.

4.3 Equipment Transfers and Moves

Responsible positions must submit an **Equipment Movement Form** to the Fixed Asset Coordinator to move equipment to a new location and/or transfer equipment to a new responsible position. The **Equipment Movement Form or Transfer of Computer Equipment (IT)** must be provided within five business days of the transfer. The Fixed Asset Coordinator will record the transaction in the Asset Management System.

4.4 Equipment Loaned or Moved Off Campus

The use of VCCS equipment off State premises is allowable as long as there is documented reason for the move. The department must submit the **Removal of Equipment from College Premises** form and it must be signed by the requestor's supervisor. The form must be completed prior to removing the equipment and a copy must be submitted to the Fixed Asset Coordinator. The IT department is responsible for obtaining forms for computers, Ipads, laptops, and other computer equipment that is assigned to faculty.

4.5 Equipment That is Stolen or Cannot Be Located

All missing or stolen equipment must be reported by the responsible position in writing to Campus Security and to the Fixed Asset Coordinator. A **Report of Loss to State-Owned Property** form should be submitted immediately to the Business Manager. The description of the equipment, identification number, model and serial number, cost, and circumstances surrounding the loss must be provided. The Asset Management System will be updated.

4.6 Surplus Property

A. Surplus property is an item of furniture or equipment which is no longer needed by the college and can be disposed of, by recycling, sold at auction, sent to the State Surplus Warehouse, or to the landfill if authorized by disposal letter from DGS.
B. Surplus property must be handled carefully and stored properly, in a manner that minimizes breakage or damage from rough handling, improper stacking, excessive wear, or inappropriate storage outside that exposes property to weather, or any other poor storage condition.
C. A department that has identified property as surplus must complete the **Surplus Property Report** form. The report must be reviewed and signed by the Business Manager and forwarded to the Fixed Asset Coordinator. Once approved, a copy of the form will be sent to Buildings and Grounds to be picked up from the designated area.
D. All equipment listed as surplus will be moved to one location and equipment information is verified prior to submission to DGS/DPS. The college may list surplus items on govdeals.com for purchase. All other equipment may be sent to the state warehouse. All equipment sold or sent to the state warehouse is removed from the college's Master Inventory List. All proceeds from sales will be deposited to the college's surplus property account.
E. Surplus property which includes recyclable materials shall NOT be taken for personal use or personal sale by any employee.

4.7 Fixed Asset List Review and Physical Inventory of Assets

The Fixed Asset Coordinator will distribute fixed asset listings to each designated responsible position on a bi-annual basis. The listing will include the building, room number, description of the asset, asset ID, tag number, and responsible position. Each responsible position must ensure that the list is verified and that any discrepancies are reported on the **Physical Inventory Discrepancy** Form to the Fixed Asset Coordinator by the established deadline. The forms must be signed and dated by the responsible parties. The Fixed Asset Coordinator will make authorized corrections/updates to the Asset Management System.

The Fixed Asset Coordinator must maintain documentation on all adds, corrections, and deletions.

4.8 Changes to Asset Management System

Any changes to the Asset Management System should be recorded on the **Equipment Change Form**. This must be reviewed by the Business Manager for approval prior to data entry. The Fixed Asset Coordinator will key the changes into the Asset Management System and return the form with the proof of change to the Business Manager for final review.

Capitalized Assets	Items purchased from general funds or capital outlay funds costing **$2000 and above**
Controlled Assets	Items purchased from general funds or capital outlay funds costing **$1,000 to $1,999.99**
Equipment Trust Fund	Items purchased from ETF monies costing **$500 and above (capitalized).**
Technology Fund	Items purchased from Technology monies costing **$500 and above** (**capitalized**).
Federal Funds	Items purchased from Federal Funds costing **$1,000 and above, unless specific guidelines of $500 have been stipulated (capitalized)**.
Foundation Funds	Items purchased from Foundation funds costing **$1,000 and above**.
Treasury Loan Funds	Items purchased by Treasury Loan Funds costing **$1,000 and above**.
It Equipment	Printers, scanners, multi-function printers, fax machines and mobile devices such as iPads, iPods, and laptop computers that **do not** fit guidelines for any of the above categories.
Miscellaneous Grants	Items purchased with grant monies costing **$1,000 and above, unless specific guidelines of $500 have been stipulated.**
**Peripheral equipment (i.e., monitors, external drives, etc.) is usually numbered with the same ID# as the computer, IF it was purchased as a set. If these items are listed separately on the purchase order and do not meet any of the above mentioned guidelines, they are tagged with a JTCC Property Tag.	
Any item that has an object code starting with a "1" does not need to be inventoried. Object codes starting with a "2" are for fixed assets and should be checked to see if it fits the criteria, listed above, to be inventoried.	