



Albert Einstein College of Medicine

Equipment Policies and Procedures Manual

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I. Purpose

The purpose of this manual is to memorialize policies and procedures for the management of equipment owned by or in the possession of the Albert Einstein College of Medicine (“Einstein” or “College of Medicine”). Management of equipment for purposes of this manual encompasses, but is not limited to the procurement, custodianship, usage, maintenance, recording, periodic physical verification, transfer and disposal processes.

The policies and procedures contained in this manual have been established in consonance with principles of good internal control and applicable federal regulations.

II. Scope

The policies and procedures contained in this manual apply to all equipment acquired by the College of Medicine whether through procurement (regardless of funding source), transfer or loan from another institution, donation, or fabrication. For purposes of this manual, equipment is defined as an article of nonexpendable, tangible, personal property for use in the College of Medicine's administrative, academic, clinical, or research operations with an acquisition cost of \$3,000 or more and an estimated useful life greater than one year.

III. Procedures

A. General

Assistance in the day-to-day application of this manual may be obtained from the respective offices responsible for the functions contained herein (e.g., equipment changes-Inventory Office). To facilitate the assistance process, a listing of contact personnel has been included in Appendix 1. Final authority for the interpretation and administration of the policies and procedures contained in this Manual lies with the College of Medicine's Chief Financial Officer.

B. Custodianship

1. Title

The College of Medicine has title to all equipment purchased with the College of Medicine's funds. Title to equipment purchased with grant and contract funds is vested in accordance with the terms of the specific funding agreement under which the equipment was acquired or by the policy of the funding agency. The College of Medicine is ultimately accountable for all equipment that it acquires regardless of funding source.

2. Custodial Responsibilities

While the College of Medicine is ultimately accountable for all equipment for which it has title or is holding in custody for others (e.g., funding agency), operational responsibility for the day-to-day management of equipment is delegated to the departmental chairmen, administrators, directors, department heads, and principal investigators.

These operational responsibilities include, but are not limited to:

- General Control: Exercise of due diligence in day-to-day operations to ensure that physical custody of equipment is maintained (i.e., unauthorized removal has not occurred) and equipment has not been damaged.
- Physical Security: Equipment must be adequately safeguarded against unauthorized removal or use, and intentional or unintentional damage. In those instances where equipment is of high dollar value and readily portable, special security measures may be required. If a custodian is unsure of the adequacy of security measures required, they may contact the Security Department for guidance.
- Maintenance and Use: Equipment must be maintained in good operating condition in accordance with the manufacturer's recommendations. In addition, equipment must only be used for the purpose(s) for which it was acquired. This policy may be excepted in those instances where equipment is available for sharing to satisfy other scientific needs of the College of Medicine. This exception is in compliance with federal regulations whose purpose is to avoid the purchase of unnecessary or duplicate equipment.
- Notification of Equipment Changes: The Equipment Property Manager must be notified of the following changes in equipment:
 - Additions to equipment resulting from donations, fabrication, and transfers from other institutions;
 - Transfers to another on-campus location including storage;
 - Transfers to an off-campus location;
 - Change in usage;
 - Damage to equipment which affects its use;
 - Sale, trade-in, or otherwise disposed of;
 - Replacement by manufacturer;
 - Theft;
 - Equipment tag has fallen off;
 - Change in custodian (e.g., principal investigator);
 - Cannibalization (stripping) of any equipment;
 - Donation of equipment to other institutions.

Prescribed procedures for notifying the Equipment Property Manager of the above changes are presented in Sections III D 2 and III D 3. In addition, to facilitate compliance, these procedures have been summarized in the Table for Reporting Changes in Equipment included in Appendix 2.

- Report Preparation: Assistance in the preparation of reports that require information about equipment for which custodial responsibility has been assigned.

C. Procurement of Equipment

1. General

Procurement of equipment is accomplished by the completion and approval of an official purchase requisition and purchase order utilizing the College of Medicine's Electronic Purchase Order System (System) in accordance with the policies and procedures contained in this section.

Only authorized personnel can complete and approve purchase requisitions and purchase orders. A file of all persons (and their confidential access passwords) that are authorized to prepare or approve purchase requisitions and purchase orders is maintained in the System.

2. Preparation of Purchase Requisition

The procurement of equipment is initiated through completion of an electronic purchase requisition by the requisitioning department.

A purchase requisition is prepared by logging-on to the Epro System using a single sign-on method through Einstein's Luminus portal. The option to create a Purchase Requisition utilizing the non cat or blanket forms is selected from the home page.

To prepare the purchase requisition, the requisitioner enters the required information (e.g., general ledger account number, principal investigator, description of item) into the appropriate fields appearing on the various purchase requisition screens which makeup the purchase requisition. Please note that an error message will appear if an invalid general ledger is entered, or if the general ledger number entered is for a funded project that has a zero or negative net free balance and a continuation of funding has not been approved.

When all the necessary information has been entered onto the purchase requisition, the requisitioner submits the requisition into workflow to begin the approval process. The Epro system will then route the requisition to all the necessary approvers based on funding code, dollar amount and commodity type. (The requisition is forwarded to the electronic mailbox of the authorized approver.)

3. Approval of Purchase Requisition

a) Departmental Approval

The person authorized to approve purchase requisitions for the department will log-on to the Epro System using the single sign-on method through Einstein's Luminus Portal, access their electronic mailbox and review the purchase requisitions in their mailbox.

The College of Medicine inventory control system requires that all purchases of equipment items of \$3,000 or more have screening certification approved by a designated departmental administrator.

After approval at the departmental level, the purchase requisition is forwarded for Central Administration approval either to the Research Finance Office or the Budget Director depending on the source of funding.

b) Central Administration Approval

For grant and contract funded equipment purchases, the requisition is electronically forwarded to the Research Finance Office for review. The Director of Research Finance or his/her designees accesses the purchase requisitions in his/her mailbox using her confidential password and performs the following procedures:

- The respective grant folder, which contains the approved grant application, is obtained from the Research Finance Office files;
- The equipment specified in the purchase requisition is compared to the equipment listed in the budget of the approved grant application. If the equipment is listed in the budget, the purchase requisition number is written next to the specific equipment item in the budget;
- The various screens that makeup the purchase requisition are then reviewed to verify that: (i) the general ledger and grant numbers are correct, (ii) the grant has a net free balance to cover the purchase of the equipment, (iii) the ship to address is an Institutional address, and (iv) the requisition has the proper departmental approval; and

The Equipment Screening Certification is also reviewed to determine that the requisitioning department has conducted a search of the department's equipment inventory and has determined that equipment similar to the equipment specified in the purchase requisition is not available. For equipment items budgeted at \$3,000 or greater, the purchase requisition must be forwarded to the Inventory Office for Einstein-wide inventory screening before approval and forwarding to the Purchasing Department.

Any exceptions disclosed by the performance of the above procedures must be resolved before the Research Finance Office can approve the purchase requisition and forward it to the Purchasing Department.

In those instances where equipment is required and budgeted equipment funds are not available (and screening procedures indicate that the equipment is not in inventory and available for use), the principal investigator will send a memorandum and the [Expanded Authority Form, FIN-FRM-2018-006](#), to Research Finance and to the Associated Dean of Administration and Finance indicating the reasons why the equipment is required and requesting a reallocation of a portion of the approved budget in order to purchase the equipment.

For Einstein-funded equipment purchases, the requisition is forwarded to the Budget Director who accesses the requisitions in his mailbox using his confidential password. The Budget Director reviews the purchase requisitions for criteria similar to those detailed above for grant and contract funded equipment purchases. Any exceptions disclosed by the performance of these review procedures must be resolved before the Director of Finance can approve the purchase requisition and forward it to the Purchasing Department.

4. Preparation of Purchase Order

a) Initiation of the Purchase Order

- 1) Approved purchase requisitions are electronically forwarded to Purchasing Department personnel as noted below:

Scientific Equipment

- Contracts Administrator - Equipment with a budgeted cost of more than \$3,000 and less than \$25,000 or requiring contract review
- Purchasing Manager- \$25,000 and above or requiring contract review.
- AVP of Procurement - \$100,000 and above, shared instrumentation grants (SIGS).

Computer Equipment

Contracts Administrator - Computer

Engineering Equipment

Contracts Administrator - Facilities

- 2) The above personnel access the purchase requisitions in their mailbox using their confidential password.
- 3) They review the purchase requisition to ensure that it has been properly approved and prescribed equipment screening procedures have been performed.
- 4) An equipment vendor is selected in accordance with the following competitive bidding guidelines:

Items from \$10,000-149,999

Procurement shall solicit a minimum of three quotations from responsible vendors. Documentation of the quotes will be noted on the purchase order. It is up to the purchasing professional if a sealed formal bid should be performed. Generally, the purchase is made from the vendor quoting the lowest price, whose product and offer complies with the terms of the solicitation. If the purchase is not made from the bidder quoting the lowest price, a written justification for the low bid bypass will be retained by Procurement.

Items \$150,000 and over

Procurement shall solicit a minimum of three sealed, written competitive bids from reliable vendors. The written quotes will be retained by Procurement. Purchase will be made from the vendor quoting the lowest price, whose product and offer complies with the terms and specifications of the solicitation. If the purchase is not made from the bidder quoting the lowest price, a written justification for bypassing the low bid will be made and retained by the Procurement. A bypass of a low bid requires the approval of the AVP.

b) Evaluating the Bids

Once the bids are received, they must be evaluated to determine which vendor will be given the order.

If the products offered by each of the bidding vendors are of equal quality, if each vendor promises the same delivery date and if there are no other considerations, the order would go to the low bidder.

However, all these factors are seldom equal, and many orders are, therefore, placed with other than the

low bidder for good reasons. No set formula can be devised that can be applied to all products for all orders. The quality and delivery requirements will vary for different products and for different uses. The delivery requirements may vary for different orders as well. For these reasons, the act of selecting the bid which best suits the needs of the College of Medicine is one that requires the judgment and experience of Procurement. The selected vendor is informed via receipt of a purchase order. The others are informed via a correspondence from Procurement.

c) Follow-up of Non-Bidders

A bidders list that is active and current is maintained by Procurement. This stimulates competitive bidding and should result in maximum response to an invitation to bid. Those requesting the purchase of goods or service subject to competitive bidding must allow sufficient lead time, so all solicited vendors are able to submit timely bids. Within existing time constraints, alternate vendor(s) will be sought to provide bids. Vendors not returning a bid will be queried as to the reasons they chose not to respond, and Procurement bidders list will be updated accordingly. After the equipment vendor is selected, a purchase order is prepared by logging-on to the System using an assigned confidential password, entering the necessary information, and indicating that a purchase order should be created.

5. Approval of Purchase Order

The person authorized to approve the purchase order will log-on to the system using their confidential password, access their electronic mailbox, and review the purchase orders in their mailbox.

After approval by the Assistant Director of Purchasing, the purchase order is electronically forwarded to the Director of Purchasing for final review and approval. A hard copy of the purchase order is then printed and sent to the vendor for fulfillment.

6. Receipt of Equipment

On receipt of the equipment, the principal investigator or other designated custodian is responsible to ensure that the equipment received is:

- The equipment that was requested in the purchase requisition; verifying in particular any technical or other specifications required for its intended use;
- Complete and not missing any integral parts or necessary accessories;
- Undamaged.

If there is any problem with the equipment, the custodian should immediately notify the Purchasing Department buyer who ordered the equipment as well as the other recipients indicated on the form (e.g., Accounts Payable Department). The buyer will then contact the vendor to resolve any reported problems and obtain a Return Materials Authorization (RMA) from the vendor. The vendor is not paid until all problems with the equipment are satisfactorily resolved.

7. Invoice Approval

Vendors are instructed to send all invoices to the College of Medicine's Accounts Payable Mailbox. Upon receipt, invoices are time and date stamped electronically as they are digitally scanned into the Epro system. Invoice is receipted as follows:

- POs valued at \$3,000 or greater require 3-way match (PO, Receipt, Invoice) on all invoices associated with the PO.
- POs valued less than \$3,000 require a 2-way match (PO and Invoice); NO receipt is required.

There are two types of receipts that can be created: Quantity and Cost receipts.

- Quantity receipts maintain a running total of goods received, returned or cancelled – Typically on a Non-Catalog Order, which is quantity driven.
- Cost Receipts are used for services throughout the year against an order. Multiple invoices can be processed as long as the PO has available funds – Typically on a Blanket Order

D. Management of Equipment Inventory

1. General

The College of Medicine is mandated by agreement with the Department of Health and Human Services to inventory and monitor all equipment costing \$3,000 or more. The Inventory Office maintains a detailed equipment database, which includes among other information: description of each item of equipment, location, purchase date and price, and source of funding. It is the responsibility of equipment custodial personnel to ensure that all changes in location or status of equipment are performed in accordance with prescribed policies and procedures as detailed in Section III D 3 below.

2. Acquisitions

The Inventory Office is responsible for entering equipment acquisitions into the College of Medicine's "Insite Inventory Management System" (Insite). Equipment is primarily acquired through procurement. In addition, equipment may be acquired through donation, in-house fabrication, and transfer (e.g., new research appointees transfer in their equipment). The procedures for entering equipment acquisitions into Insite are presented below. The equipment manager will tag all equipment items and, if not accessible, the equipment manager will schedule a follow up visit at such time in that the equipment is available and accessible.

a) Procurement

Each month, the Inventory Office will run reports to detail purchases in that month

- (i) Equipment Purchases \$3,000 & Over Accounts 77000 & 77005
- (ii) Equipment Purchases \$300 - \$2,999 Accounts 70800 & 70805

These reports indicate equipment purchases, which have been invoiced and processed for payment since the prior month's report.

Equipment purchased with both College of Medicine and non-College of Medicine funds (e.g., federally sponsored research) is entered into Insite through the performance of the following procedures by the Equipment Property Manager:

- Review the Report for Equipment Purchases \$300 - \$2,999 to ensure that the Report does not include any equipment with a unit cost of \$3,000 or more. Any equipment items with a unit cost of \$3,000 or more should be reclassified to Equipment Purchases \$3,000 or more

Listing from Banner will include the following under Capitalized Equipment: account, organization, program, invoice number, PO number, description, fund number, transaction date, and amount. Trade-in values are stated on either the Purchase Order or invoice.

- Building location will be stated on the purchase orders. Locate and tag the equipment using the College of Medicine's sequentially numbered inventory tags. When tagging equipment, note any discrepancies (e.g., defective equipment that was returned, non-equipment items) and make an appropriate adjustment to the equipment inventory records.

Banner listing of Capitalized Equipment is analyzed for each charge which falls into one of (4) four options:

- Item is new equipment and tagged. PO and invoice for item is filed
- Item was already tagged but not fully paid. A form is prepared to include added charge
- Item is not equipment and marked non-inventory (NI). A form is prepared to list these items
- Item needs to be reclassified as non-capitalized. A schedule is prepared for inventory office.

After the tagging and reconciliation processes have been completed, enter the new fund numbers and funding type for that month into INSITE and the new equipment purchases using batch control totals on trade-in amount and cost. These (2) two control totals come from Infomaker.

- File all supporting documentation.

b) Donation

Donated equipment with a fair market value of \$3,000 or more at the time of donation must be recorded in Insite. The custodian of the donated equipment should send a memo containing all pertinent information to the Equipment Property Manager. The Equipment Property Manager will tag the equipment and enter it into Insite.

c) In-House Fabrication

Equipment that has been fabricated in-house and has a fair market value of \$3,000 or more at the time of fabrication must be recorded in Insite. The custodian of the fabricated equipment should send a memo containing all pertinent information to the Equipment Property Manager. The Equipment Property Manager will tag the equipment and enter it into Insite.

d) Transfer-In

Equipment with a fair market value of \$3,000 or more that has been transferred to the College of Medicine by a new research appointee or others must be recorded in Insite. The custodian of the transferred equipment should send a memo containing all pertinent information to the Equipment Property Manager. The Equipment Property Manager will tag the equipment and enter it into Insite.

3. Transfers-Out, Storage, Loans, Sales, and Disposals of Equipment

a) General

All transfers, storage, loans, sales, and disposals of equipment must be approved and reported to the Equipment Property Manager in accordance with the policies and procedures presented below. Supporting Services will not transfer or permit equipment to leave the College of Medicine's premises unless these policies and procedures are complied with. To facilitate compliance, they have been summarized in the Table for Reporting Changes in Equipment included in Appendix 2.

b) Transfers-Out

All transfers of equipment must be reported to the Equipment Property Manager and the required approvals obtained prior to transfer. In order to effect a transfer, a [Request for Transfer of Equipment Form, FIN-FRM-2018-007](#), must be initiated by the principal investigator or other custodian indicating the equipment to be transferred and the person to whom the equipment is to be transferred to. The transfer form must be reviewed and approved as indicated in the Approval Section. The last approver should return the completed transfer form to the Equipment Property Manager for recording in Insite.

If the equipment is to be transferred off-campus, a memo explaining the reason for the transfer must also be prepared and attached to the transfer form. A photocopy of the transfer form should be made by the principal investigator and included with the equipment being transferred. An authorized representative of the receiving institution should complete the Receipt for Transfer of Equipment Listed Section of the transfer form and send it to the College of Medicine's Equipment Property Manager to evidence receipt of the transferred equipment.

In addition, an [Authorization for Removal of Property from College Premises Form, FIN-FRM-2018-009](#), must be completed by the authorized departmental supervisor. This Authorization Form together with a copy of the approved Request for Transfer of Equipment - Form EI 1 and a valid Einstein ID must be presented to security personnel for removal of the equipment from College of Medicine premises.

c) Placement in Storage

All placement of equipment in storage must be reported to the Equipment Property Manager and the required approvals obtained prior to transfer. In order to move equipment no longer required to a storage area designated by Supporting Services, a [Request for Storage or Disposal of Equipment Form, FIN-FRM-2018-008](#), must be initiated by the principal investigator or other custodian indicating the equipment to be stored and the reason for storage. The transfer form must be reviewed and approved as indicated in the Authorization and Approval Sections. The last approver should return the completed storage form to the Equipment Property Manager for recording in Insite.

d) Loans of Equipment

Equipment that is loaned to employees for work-related use at home (e.g., microscope) must be logged-out by the custodial department. The department head/administrator is responsible for maintaining records on all loaned equipment. The records must show who borrowed the equipment, which equipment was borrowed, the date it was borrowed, and the expected date of return.

All loans of equipment to employees in excess of 30 days must be reported to the Equipment Property Manager and the required approvals obtained prior to transfer. The College of Medicine retains the right to request justification for such loans.

In order to effect an equipment loan in excess of 30 days, a [Request for Transfer of Equipment Form, FIN-FRM-2018-007](#), must be initiated by the principal investigator or other custodian indicating the equipment to be loaned and the person to whom the equipment is to be loaned. The transfer form must be reviewed and approved as indicated in the Approval Section. The last approver should return the completed transfer form to the Equipment Property Manager for recording in Insite.

In unusual circumstances, a piece of equipment may be loaned to a collaborating or affiliated institution. Authorization must be requested and received from the Associate Deans for Scientific and Business Affairs before any commitments are made. If the loan is approved, a Request for Transfer of Equipment - Form EI 1 should be completed as noted above.

In addition, an [Authorization for Removal of Property from College Premises Form, FIN-FRM-2018-009](#), must be completed by the authorized departmental supervisor. This Authorization Form together with a copy of the approved [Request for Transfer of Equipment Form, FIN-FRM-2018-007](#), and a valid Einstein ID must be presented to security personnel in order to permit removal of the equipment from College of Medicine premises.

e) Sales of Equipment

The Offices of the Associate Dean for Scientific Affairs and Associate Dean for Business Affairs in consultation with the custodial department will negotiate all sales of equipment on behalf of the College of Medicine. Departments and/or individuals are not authorized to sell equipment owned by the College of Medicine or held in trust in connection with a grant or contract, and under no circumstances should they do so.

In order to effect a sale of equipment, a [Request for Transfer of Equipment Form, FIN-FRM-2018-007](#), must be initiated by the principal investigator or other custodian and sent to the Equipment Property Manager. The Equipment Property Manager will complete the required information for the equipment being sold, review, and approve the form. The form will then be forwarded to the Offices of the Associate Dean for Scientific Affairs and Associate Dean for Business Affairs for review, approval, and negotiation of the sale if approved. The last approver should return the completed form to the Equipment Property Manager for review and recording.

If the sale requires removal of the equipment from College of Medicine premises (e.g., sale to another institution), an [Authorization for Removal of Property from College Premises Form, FIN-FRM-2018-009](#), must be completed by the authorized departmental supervisor. This Authorization Form together with a

copy of the approved [Request for Transfer of Equipment Form, FIN-FRM-2018-007](#), and a valid Einstein ID must be presented to security personnel in order to permit removal of the equipment from College of Medicine premises.

f) Disposal of Equipment - Scrap

All scrapping of equipment must be reported to the Equipment Property Manager and the required approvals obtained prior to disposal. In order to scrap equipment, a [Request for Storage or Disposal of Equipment Form, FIN-FRM-2018-008](#), must be initiated by the principal investigator or other custodian indicating the equipment to be scrapped and the reason for disposal. The transfer form must be reviewed and approved as indicated in the Authorization and Approval Sections. The last approver should return the completed form to the Equipment Property Manager for review and recording. After the required approvals have been obtained, the department administrator will arrange for the disposal of the equipment by sending a work order to Supporting Services.

4. Subcontractors

In those instances where Government property is in the custody of a subcontractor of the College of Medicine, it is the responsibility of the Inventory Office to ensure that the equipment property system of the subcontractor meets the minimum requirements of Federal Acquisition Regulations (FAR) Part 45.5 and other applicable federal regulations.

The subcontractor should be informed that as custodian of such equipment it is primarily responsible for, among other obligations, care and maintenance, use of the equipment in accordance with the terms under which it was acquired, and compliance with any reporting requirements.

In addition, the Inventory Office will require the subcontractor to prepare equipment inventory reports and perform physical inventories of Government equipment in its custody as subcontractor of the College of Medicine, which will enable the College of Medicine to fulfill its regulatory responsibilities under FAR Part 45.5 and other applicable federal regulations.

5. Physical Inventories

A physical inventory of equipment is performed every two years under the direction of the Research Finance Office. For purposes of the physical inventory, equipment is classified into one group based upon cost, and physically verified as follows:

Group	Physical Verification
(i) Equipment with a cost of \$3,000 or more	100%

Equipment Inventory Certification Sheets (Certification Sheets) are requested from the Research Finance Department by the Director of Research Finance. These sheets are generated from the Insite equipment database and indicate pertinent information for each item of equipment (e.g., description, department, physical location, tag #). An email is sent to each departmental administrator requesting that the Certification Sheet be marked appropriately and returned to the Equipment Property Manager who records all the findings and ensures that all Certification Sheets are returned.

The departmental administrators are required to physically account for all equipment with a cost of \$3,000 or more. The results of the physical inventory are noted on each Certification Sheet (e.g., located/not located, in use/not in use). A thorough search is conducted for any equipment, which is not readily located. If any piece of equipment cannot be located or is not in use, an explanation must be written on the Certification Sheet. The completed Certification Sheets are returned to the Research Finance Office.

After the Equipment Property Manager accounts for all the Certification Sheets, he selects a sample of Certification Sheets for testing and physically verifies the results reported on the selected sheets.

The Equipment Property Manager then summarizes the results reported on all the Certification Sheets in an Equipment Inventory Audit Report. The Report is forwarded to the Director of Finance for review. After review, the Report is sent back to the Equipment Property Manager and the Insite equipment database is adjusted for the results of the physical inventory.

All documentation relating to the physical inventory is then filed in the Inventory Office.

In addition to the biennial physical inventory detailed above, a physical inventory of equipment may be required at the termination or completion of a funding agreement or on an ad hoc basis as warranted.

IV. Definitions

None.

V. Effective Date

Effective as of: 26 May 2021

VI. Policy and Procedure Management and Responsibilities

The Research Finance Department is the Responsible Office for this Manual. The Associate Dean for Finance and Administration is the Responsible Executive, and the CFO and the Director of Research Finance are the Responsible Officers for the management of this Manual.

Appendix 1: Contact Personnel

<u>Office</u>	<u>Name</u>	<u>Title</u>	<u>Ext.</u>
Associate Dean for Administration and Finance	Gregg Tarquinio	Associate Dean for Administration and Finance	3182
Academic Affairs	Dr. Edward Burns	Executive Dean	4106
Assistant Dean for Scientific Operations	John Harb	Assistant Dean for Scientific Operations	3357
Equipment Inventory	Joseph D'Errico	Equipment Property Manager	2573
Finance	James Geraghty	Chief Financial Officer	3295
Grant Accounting	Suzanne Locke	Director, Research Finance	2688
Grant Accounting	Denise Giocondo	Manager, Research Finance	2201
Purchasing	Peter Bernacki	Associate Vice President of Purchasing	8889
Security	Neil Kaplan	Chief of Security	2180

Appendix 2: Table of Prescribed Procedures for Reporting Changes in Equipment

Change in Status	Procedure/Action
Equipment is to be discarded	Complete Request For Storage for Disposal of Equipment – Form EI 2 and obtain required approval prior to disposal of equipment
Equipment is to be cannibalized for parts	Complete Request For Storage for Disposal of Equipment – Form EI 2 and obtain required approval prior to cannibalization of equipment
Equipment is to be placed in storage	Complete Request For Storage for Disposal of Equipment – Form EI 2 and obtain required approval prior to placing equipment in storage
Equipment is to be transferred to an off-campus location	Complete Request for Transfer of Equipment – Form EI 1 and obtain required approval prior to transfer of equipment
Equipment is to be permanently transferred to another on-campus location	Complete Request for Transfer of Equipment – Form EI 1 and obtain required approval prior to transfer of equipment
Research person to whom equipment has been scheduled to leave and equipment is to remain	Reassign equipment Memo to Equipment Property Manager containing pertinent information
Equipment is replaced by manufacturer	Memo to Equipment Property Manager containing pertinent information
Equipment is recalled or sent out for repair and without an Einstein Inventory Tag	“
Einstein Inventory Tag has fallen off	“
New Research person is appointed and to College of Medicine with a value of \$3,000 or more	“
Equipment is donated to College of Medicine	“
Equipment is fabricated by in-house assembly of \$3,000 or more	“
Equipment is stolen	Memo to Equipment Property Manager containing pertinent information AND inform Security Department