“Theft Sensitive” Controlled Property

There are currently three distinct groups of assets in the Controlled Property class of non-capital assets that are centrally administered by the Property and Fund Management Office (PFMO).

1. Firearms/weapons (acquisition cost <$5,000)
2. Federal/agency property (acquisition cost <$5,000)
3. Theft sensitive items ≥ $1,000 and < $5,000 that shall include
   a) Fax machines
   b) Microscopes and balances
   c) Television sets, audiovisual recorders/players, cameras
   d) Computers, printers, monitors, scanners
   e) Works of art
   f) Other items determined by a program to be theft sensitive or have a high loss history.

Centralized administration of non-capital theft sensitive property is not part of the core Kuali environment. Kuali, however, allows for non-capital items to be tracked on the central capital asset management system (CAMS) as deemed necessary by individual departments. This is the practice at Indiana University (IU). Department personnel are allowed (but not required) to add their non-capital items to the capital assets system for tracking purposes.

Our current fixed assets system (FFX) was not designed for this kind of departmental input.

Proposed Changes

To align University operations with Kuali, PFMO proposes the following changes to the definition of controlled property under centralized administrative control.

1. Non-capital firearms/weapons. NO CHANGE
2. Non-capital federal/agency owned property regardless of cost which is accountable to the University under provisions of an extramural award. NO CHANGE
3. Non-capital theft sensitive personal property with a useful life of more than one year and an acquisition cost of at least $1,000 but less than $5,000 per unit. DISCONTINUE CENTRALIZED ADMINISTRATION BY PFMO
Impact of Proposed Changes

1. Asset records of non-capital theft sensitive items no longer tracked centrally by PFMO will be provided to departments in Excel format.
2. Annual equipment inventories for the period ending June 30, 2009 will not include items that do not meet the new controlled property definition.
3. Property custodians and fiscal officers continue to be responsible for the care, maintenance, records, physical inventory (centralized reporting only for equipment and remaining controlled property), and control of property in their custody.
4. Individual departments are encouraged to exercise appropriate control over their non-capital purchases that no longer meet controlled property guidelines. It should be noted that a record of serial numbers or other identifying information would be needed to report thefts or other losses including natural disasters.
5. Existing policies and procedures will be updated to reflect this change.

This updated procedure will help our operations prepare for Kuali with a manageable amount of effort at both central and departmental levels.