



WINSTON-SALEM
STATE UNIVERSITY

Finance & Administration

Information for Fixed Assets

Purchasing Services

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Fixed Assets Procedures

Capitalization Threshold for Tagging University Assets

The threshold for tagging university assets is \$5,000 & above and has a useful life of two years or more. The Fixed Assets Officer will place a bar code tag on the assets in order to record the Cost of items, Purchase order numbers, Make, Model, Serial Numbers and location of the asset(s) into the Banner system. ***Please Note:* Each department is responsible for all equipment purchased and assigned to their respective areas; no matter the cost.

Capitalization of Modular Workstations or Cubicle Office Installations

Winston Salem State University does not capitalize modular workstations or cubicle office installations because over time the panels can become damaged due to items being reconfigured or taken to different areas on campus.

Interim Physical Inventories for Significant Change Events

Before a department head or Vic Chancellor departs the university the Fixed Assets Officer will conduct an inventory of that person's department. The inventory will only be for items valued at \$5,000 & above; items under the threshold will not be inventoried by the Fixed Assets Officer. The Fixed Assets Officer will need to be notified from Human Resources at least two weeks in advance in order to conduct the inventory process prior to the person leaving the university.

Donated /Disposed Buildings

During the Year-End Close-Out process the Fixed Assets Officer will contact the Facilities Associate Vice Chancellor to find out if there have been any buildings donated or disposed within the fiscal year. The Fixed Assets Officer will enter the new building into Banner or either disposes of the demolished building by removing it from Banner.

Useful Life for Buildings

Constructed buildings are given the maximum useful life of 50 years and Temporary buildings/portable buildings are given 25 years.

Cost Adjustments to Buildings

When a building has additions or massive repairs completed; this process is called a Capital Improvement Project. The Accounting Technicians, Controller and the Project Managers from Facilities will then decide the amounts to be added to the cost of the building(s) based on what has been completed by the June year-end date. The amounts given are then forwarded to the Fixed Assets Officer by the Controller to be entered into Banner and the General Ledger.

Missing/Stolen Assets

When an asset(s) has been determined to be missing or has been stolen, the department must contact Campus Police and fill out a report giving all information pertaining to the equipment. The departments must then notify the Fixed Assets Officer of the missing/stolen asset(s) by sending a copy of the police report to the Fixed Assets Officer. This only applies to asset(s) that meet the university threshold of \$5,000 & above.

Use of Equipment Off-Campus and at Home

The use of university equipment is for work related use only. Equipment is to be use by university employees only. By signing the WSSU Agreement for Equipment Located Off-Campus form you are agreeing to abide by the university's guidelines while the equipment is in your possession and to return the equipment in a timely manner as agreed.

General Fixed Assets Information

Departmental Internal Inventory Tracking Guidelines

Each Department Manager or Supervisor is responsible for safeguarding all assets purchased by his or her department *regardless of cost or funding source*.

WSSU Fixed Assets Office is responsible for tracking, tagging, and reporting on capitalized assets. A capitalized asset is equipment costing \$5,000 or more and has a useful life of two (2) or more years.

Departments should account for items, supplies, and equipment that are not tracked in the Fixed Asset's system. These are items that fall below the Fixed Asset's threshold.

It is

recommended that a department adapt a spread sheet to include building location/responsible person, room number, serial number, make and model.

Tangible items should be tracked internally by each department. This includes equipment and portable electronic devices. Examples include, but are not limited to the following:

Equipment: "Equipment" is defined as an asset that is not consumable or expendable; it is movable, even though sometimes it is attached to other objects or buildings.

Equipment may fall into one of these categories:

- Furniture - desks, cabinets, chairs, tables, and bookcases

- Office – calculators, fax machines, telephones, and shredders
- Electronic Data Processing (EDP) - computers, printers, and scanners
- Educational - scientific, medical, laboratory and classroom, as well as recording studio and audiovisual
- Other - athletic equipment, lawn mowers, etc.

Portable Electronic Devices: Portable Electronic Devices include personal digital assistants (e.g., iPads, etc.); voice recorders; laptop computers; digital cameras; projectors and other items especially susceptible to theft.

Fixed Assets recommends that departments review and update their internal inventory tracking logs annually.

- Equipment that has been taken off-campus must be accounted for and should be verified annually; a **(Off campus equipment form)** should be on file and maintained at all times
 - Internal inventory is subject to audit
 - Internal inventory spreadsheets are not to be submitted to Fixed Assets

Department Heads are responsible for ensuring University resources such as voice recorders, and laptops are returned upon an employee's separation from the University

Interim Physical Inventories for Significant Change Events

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Spot Inspections

Fixed Assets performs spot inspections of departmental equipment annually. All information will be communicated to Senior Management.

- The Fixed Assets Officer takes a random sample of assets from university inventories after university departments have returned their Annual Inventories.

- The Fixed Assets Officer will go out and check to see if the assets are in locations which departments have defined.

Donations/Gifts

All gift(s)/donations to the university must be reported to the University Advancement Office

(Donor Records) 336-750-3140. A Notification of Gift (Real & Personal Property and Gift- in –

Kind) form must be completed by the donor. Any donation/gift with the Fair Market Value of \$5,000 or more the Donor Record Office will contact and send the Fixed Assets Office the completed donation form and the Fixed Assets Office will tag the gift with a WSSU barcode tag.

Annual Equipment Inventory

Departmental inventory printouts are mailed annually between March and April and consist of only assets that meet the university threshold of \$5,000 and more.

Departments are requested to verify all assets listed are accounted for and make any location changes and give the current condition of the asset(s): Excellent, Good, Fair and Poor. If an asset(s) is marked Poor it should be sent to surplus.

Donated /Disposed Buildings

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Cost Adjustments to Buildings

When a building has additions or massive repairs completed; this process is called a Capital Improvement Project. The Accounting Technicians, Controller and the Project Managers from Facilities will then decide the amounts to be added to the cost of the building(s) based on what has been completed by the June year-end date. The amounts given are then forwarded to the Fixed Assets Officer by the Controller to be entered into Banner and the General Ledger.

Fixed Assets Building Codes

AB021 Alumni Building
AC037 Anderson Center
AH032 Atkins Hall
BH013 Blair Hall
BP Baptist Hospital Physical Therapy
BG054 Bowman Gray Field House
CD055 Center for Design Innovation
CH001 Carolina Hall
CR034 Chancellor's Residence

CS410 Computer Science
CT002 Coltrane Hall
DC055 Douglas Covington Hall
DH027 Dillard Hall
DR510 Donald Reaves Center
EC043 Early Childhood Development
EH003 Eller Hall
FA004 Fine Arts
FD051 Foundation Heights
FL035 F.L. Atkins
GC006 Gaines Center
WB042 W.B. Atkins
WH040 Wilson Hall

GH049 Gleason-Hairston Terrace
HB028 Hauser Building
HH008 Hill Hall
HP033 Hall Patterson
HR050 A.H. Ray Student Health Center
LS001 1600 Lowery Street
LS002 1602 Lowery Street
LS003 1604 Lowery Street
MB031 Maintenance Building
MA Modular Office Anderson Center
ME Modular Office East
MW Modular Office West
OK009 O'Kelly Library
OM021 Old Maintenance
PH016 Pegram Hall
PP Piedmont Park
PT Piedmont Triad Research Center
RC048 Rams Commons
RJ036 R.J. Reynolds
RT R.J. Reynolds Tobacco (Labs)
SG411 S.G. Atkins
SH007 Student Health
TC041 Thompson Center
VH (CFALVH) Baptist Hospital
WA029 Williams Auditorium

| Equipment Life | | |
|----------------------------------|---|-----------------------------|
| <u>Asset Type</u> | <u>Examples</u> | <u>Life in Years</u> |
| Furniture, Office equipment | Desk, Tables, Chairs | 7 |
| Computer Hardware | CPU, Printer, Servers | 15 20 |
| Telephone Equipment | | 15 20 |
| Motor Vehicles | | 15 |
| Buses | | 15 |
| Buildings – Temporary | T-buildings, other portable | 25 |
| Buildings | | 50 |
| HVAC Systems | Air Conditioners, Heating, Ventilation Systems | 40 |
| Roofing | | 20 |
| Electrical/Plumbing | | 30 |
| Kitchen Equipment | Food Service | 15 20 |
| Heavy construction/Grounds Equip | Backhoes, Dozers, Front-end loaders, Tractors, Mowers | 20 |
| Scientific Equipment | Lab Equipment | 15 20 |
| Medical Equipment | | 15 20 |
| Radio communication Equip | | 15 20 |
| Recreational /Athletic Equip | Weight machines, treadmills etc. | 20 |
| Land Improvement | Parking lots, sidewalks, fencing, Ball field, flagpole, and running track | 20 |
| Land | | No depreciation |
| Artwork | | No depreciation |

Equipment Taken Off Campus

Permission for removal of University-owned property may be granted only for University business and not for personal use. Anytime faculty or staff members take University owned property off campus an **Off-Campus Equipment Form** should be completed with the appropriate Department Head's signature granting permission for this property to be moved to an off-campus location. This Form indicates the period of time the property is to be off campus, the description of the specific items involved, WSSU tag number if appropriate and employee name.

The Fixed Assets Office does not need a copy of the form; the form should be kept for internal use only; only if the asset's value is \$5,000.00 or above would the Fixed Asset Officer need a copy. Remember that all assets are subject to be audited.

Departments, who are taking a list of equipment off-campus for use in field projects, may attach a list to the **Off-Campus Equipment Form** and state "Per Attached".

The same process can be utilized for equipment (example: laptop, computer, etc...) checked out to faculty on an annual bases using the **Off-Campus Equipment Form**.

Department Heads are responsible for reporting any misuse of State property to the State Bureau of Investigation according to GS_114-15.1 and GS14-91 for Embezzlement. In addition, if a Department Chair should request to take State Property off campus, the next in authority should sign the Equipment Tracking Form granting permission.

Note: Cannibalized Equipment - is equipment that has become irreparable, but certain parts or components can be used to maintain other similar pieces of equipment. Then that irreparable item can be cannibalized and the stated process applies.

Equipment Traded-In

When equipment is to be traded in toward the purchase of new equipment the trade-in must be approved by State Surplus Property. Documentation should be transmitted to fixed assets for the new equipment along with the description of the item(s) that are being traded in. Fixed Assets will communicate with Purchasing Department to confirm approval has been granted and the appropriate documentation has been obtained for the trade-in. Fixed Assets' processing time is approximately (1) one week. Purchase order(s) cannot be processed until the approval has been obtained.

Note: Property cannot be removed from the University Campus prior to approval from State Surplus Property and files have been documented.

Equipment Transfer / Negotiated Sales outside WSSU

Transfer of state-owned equipment within the State:

The transfer of any state-owned equipment to another North Carolina state-supported institution or agency requires prior approval from the State Surplus Property Office. The user requesting approval to transfer equipment should contact the Fixed Assets Office. Fixed Assets will request the appropriate State approval. State institutions or agencies shall not transfer any property owned by the State without written authorization by State Surplus Property. Property being transferred is sold at fair market value to the State Agency. Under no circumstances can state-owned equipment be donated, traded-in, or given to another entity without approval of the State Surplus Property Office. State owned equipment cannot be transferred out of the country. Transferring equipment out of the State is in violation of State guidelines.

Transfer of state-owned equipment outside the University System:

State-owned equipment cannot be transferred to an institution outside the University of North Carolina system without prior approval from the State of N.C. Department of Administration. To obtain such approval, a detailed letter of justification must be submitted to the Fixed Assets Office. This letter must be supported by approvals from the department head, the dean, Contracts & Grants Office and the Office of Sponsored Programs (if the equipment was originally purchased in whole or in part with Contract or Grant funds). Except for equipment originally purchased with Federal funds, reimbursement will be required from the receiving institution or organization at fair market value. Please allow 30 to 60 days for processing of out-of-state transfers.

Missing Equipment

Departmental Management is responsible for implementing procedures for safeguarding all University assets. Equipment is considered missing when a department cannot locate the equipment reported, having equipment on the prior year physical inventory verification report.

Additionally, if there is no documentation for the equipment being surplus or stolen, the equipment is considered missing. It is requested that each department with missing inventory confirm their listing annually. Departments at that time will have a chance to change the status of their inventory verification report if the item(s) has been located.

Missing assets are subject to audit. The department should make every effort to locate the equipment or process the proper paperwork documenting the disposition of the equipment prior to marking an item as missing. Any item marked as missing inventory requires a Missing/Stolen Asset Form.

The process of missing assets will be reported to the appropriate Dean/Vice Chancellor.

Stolen Equipment

In the event that equipment is stolen, the WSSU Police should be notified to file a report. All police reports involving University owned equipment are forwarded to the Office of Legal Affairs and University Internal Auditors. The employee discovering the theft must report the theft to his/her supervisor.

If WSSU property is stolen while off campus, the appropriate Police Department (City or Sheriff) should be notified and a police report filed with that agency. The Office of Legal Affairs, Fixed Assets Office, the Employee's Management and/or Department Head should also be notified of the situation. It is the responsibility of the department to provide the Fixed Assets Office with a copy of the police report; only with the report can any asset(s) be removed from a department's inventory report.

Obsolete, Unserviceable and Unnecessary Equipment

State guidelines require that all equipment active in the Fixed Assets' system be depreciated each year. Depreciation is the allocation of the total acquisition cost of a capital asset over the entire life of the equipment. Therefore, each department should report the estimated number of year(s) the equipment will continue to be used to the Fixed Assets Office annually.

Replacement of Defective Equipment Under Warranty

If equipment with a WSSU tag# becomes defective while under warranty and the item is replaced by the vendor/manufacturer, the Fixed Assets Office should be notified. Please, contact LayPrecious Graves @ x2735 or send an email to lylesl@wssu.edu. Also, provide the following information WSSU tag #, item description, and the serial number. If you have additional questions regarding the process contact Fixed Assets at 336-750-2735.