Attractive Property Policy – Department Name

General

Accounting for and safeguarding of attractive property is the responsibility of all the stakeholders of the department. The following individuals are involved in tracking and safeguarding attractive property for department name:

- Custodian: Name
- Alternate Custodian (if applicable): Name
- Departmental Contact: Name
- Alternate Departmental Contact (if applicable): Name
- IT Contact: Name
- Alternate IT Contact (if applicable): Name
- Fiscal Administrator: Name
- Fiscal Administrator: Name

This attractive property policy was reviewed and/or updated on date.

Attractive Property

Attractive Property is property costing less than $5,000 (not a capital asset) that the University or the department wishes to track the property due to various reasons including property that contains sensitive data, property that is prone to theft or loss, or the department is required to or wishes to track the property.

Sustainability

In support of UF Strategic Plan and UF's sustainability initiative, all property of the University, including attractive property, cannot be thrown away without prior approval from Asset Management and should be sent to Surplus to be recycled or reused within the University.

Types of Attractive Property

Mandatory Attractive Property – The University of Florida has five mandatory attractive property categories in which all departments must track:

1. Mobile computing devices – Mobile computing and storage devices may contain sensitive information. Tracking this device with sensitive information help meet requirements by HIPAA, FERPA, HITECH, and Export Control. Examples of mobile computing devices are laptops, notebooks, netbooks, tablets, and smart phones. All mobile computing devices should be identified within myAssets as off-site (see off-site property). The complete list of mobile computing and storage devices policy can be found on the UFIT website at https://security.ufl.edu/learn-information-security/mobile-device-security/mobile-device-security-faq/.

2. <u>Off-site Property</u> – Property which is removed from UF owned, leased, or used locations (as identified in the UF Space Tracking and Reporting System (STARS)) must be tagged as being UF property, assigned to an individual, and have an address identified in myAssets. UF owned, leased, or used locations can be identified at http://www.facilities.ufl.edu/space.html. All mobile computing devices should be identified as off-site property within myAssets, unless the department can annually demonstrate and document a business purpose for individual mobile devices not being categorized as off-site

3. <u>Vehicles, vessels, and aircraft with license plates, registrations, or titles</u> – Any motorized vehicle, vessel, or aircraft that is titled, licensed or registered with the Department of Motor Vehicles. Cars, trucks, trailers, boats, ATVs and golf carts costing under $5,000 which have either a title, registration, or a license plate are attractive property because of the state licensing.

4. <u>Munitions</u> – Any property item included on the United States Munitions List (USML) or in the 600 series on the Commerce Control List.

5. <u>Use Fees Equipment</u> – Items purchased with Equipment-Use Fees, Fund 163 http://cfo.ufl.edu/media/cfoufledu/documents/Equipment-Use-Fee-Equipment-Management-Policy.pdf

Departmental Designated Attractive Property – The department could require property to be tracked besides the mandatory attractive property described above. Examples could be cameras, computer peripherals, musical instruments, lab equipment, medical equipment, and equipment to be loaned out to other departments.

A. Departmental designated attractive property: All equipment with white background decals (example decals provided below showing the new starting with AT and old starting with a number).
   a. Identify here
   b. Identify here
   c. Identify here

Capital Assets – Capital assets are **NOT** attractive property. Capital assets, sometimes referred to as fixed assets, are resources of the university and are included on the University's financial statements. A capital asset is long-term property that UF owns and uses in fulfilling its mission and is not expected to be consumed within one year of acquisition. The Board of Governors and UF policy defines which items are required to be tracked as capital assets. There are several types of capital assets: tangible property, real property, and intangible property.

Capital tangible property is property that can be physically relocated. Capitalized tangible property costs a minimum of $5,000 per item and has a useful life longer than one year, excluding library resources. Items are verified by an annual physical inventory. Examples of capital tangible property are furniture and equipment, livestock, library resources. UF identifies all capital tangible property with an orange decal, which is placed on the item. This is an example of the orange decal:

Responsibility
It is the property custodian's responsibility to identify and safeguard all attractive property owned by their departments. This includes decaling, identifying, annual inventorying, transferring, and disposing of attractive property and keeping the department up-to-date with attractive property policies. Asset Management recommends the use of myAssets to track all attractive property, because myAssets is fully integrated with departmental contacts, UF locations, off-site certifications, e-mail notifications, and surplus pick-ups. The property custodian will identify departmental contacts who will be delegated daily tasks.

A. <u>Decaling</u> – Departments are required to decal all attractive property within 30 days of receipt of the property. Attractive property can be purchased through Disbursements (myUF Payment Solutions) or Procurement (P-Card, or myUF Market). Attractive property can also be donated through the UF Foundation or transferred to UF with incoming faculty from another university. Decaling of equipment is important to identify UF equipment and is required when traveling with UF equipment to foreign countries.

Departmental property - the following individuals will decal all departmental property using a white decal:
- Fiscal Administrator - Disbursements (myUF Payment Solutions):

- Fiscal Administrator - Procurement (P-Card, or myUF Market):
- Fiscal Administrator - Donated to UF:
- Fiscal Administrator - Transferred from another university:
- Departmental Contact:
- Alternate Departmental Contact (if applicable):

IT equipment – the following individuals will decal all departmental property using the orange decal:

- IT Contact:
- Alternate IT Contact (if applicable):

B. <u>Identifying</u> – Departments will need to record the following information to identify the attractive property. The fields with * are mandatory fields.
1. Department ID*
2. Serial number of property (if not available, list as "none").*
3. Description of property.*
4. Location of property.*
5. In addition to the mandatory fields displayed above, myAssets also has additional fields available for the departments to help identify and track the attractive property like, in service date, manufacture, model, user, cost, purchase order number, voucher, ECCN, and ITAR.

Departmental property - the following individuals will identify all departmental property (white decal):
- Departmental Contact:
- Alternate Departmental Contact (if applicable):

IT equipment – the following individuals will complete annual inventory:

- UF Health IT Contact:
- Alternate IT Contact (if applicable):

C. <u>Annual Inventorying</u> – Departments will conduct an annual inventory of attractive property recording the date of the inventory and location of the attractive property in myAssets. Annual inventory of attractive property enables the department to identify lost, stolen, or improperly disposed attractive property, which may have contained sensitive data, so it can be reported timely to the Privacy Office. Asset Management has

inventory scanners which can be loaned to departments for the use of annual attractive property inventory.

Departmental property - the following individuals will complete annual inventory:
- Departmental Contact:
- Alternate Departmental Contact (if applicable):

IT equipment – the following individuals will complete annual inventory:

- UF Health IT Contact:
- Alternate IT Contact (if applicable):

D. Transferring – Departments will initiate a transfer in myAssets of attractive property between departments within 30 days of the transfer of property.

Departmental property - the following individuals will complete transfers to other departments:

- Departmental Contact:
- Alternate Departmental Contact (if applicable):

IT equipment – the following individuals will complete transfers to/from other departments:

- IT Contact:
- Alternate IT Contact (if applicable):

E. Disposing – In support of UF Strategic Plan and UF's sustainability initiative when attractive property is no longer needed all property should be sent to Surplus to be recycled or reused within the University. Departments will need to record the disposal of attractive property appropriately, in myAssets. No UF property, including attractive property, may be given to an individual or thrown away without prior approval from Asset Management.

1. Surplus Pick-up – Departments will need to request a surplus pick-up of all unused or unneeded attractive property to prevent the property from being damaged or thrown away and the property can be utilized by other UF departments. Special allowances are made for property located outside of Alachua County. Equipment located in an area not serviced by Surplus may work with their local recycler to dispose of equipment.
2. Disposal – Departments will need to request the disposal of the property from Asset Management by cannibalizing, recycling, trade-in, donating to another university, lost/missing, stolen, improperly disposed (thrown away), or requesting not to track anymore by a decal correction (only applies to non-mandatory

attractive assets). Attractive property can be traded-in by the department for purchase of goods or services.

Departmental property - the following individuals will complete surplus pick-up requests and disposal requests:

- Departmental Contact:
- Alternate Departmental Contact (if applicable):

IT equipment – the following individuals will complete transfers to other departments:

- IT Contact:
- Alternate IT Contact (if applicable):

F. The following individual is responsible for annually communicating attractive property policies with all staff members. This can be done through staff meetings and/or e-mail. The attractive property policy should be included in training information for individuals involved in identifying and tracking attractive property.

Departmental property - the following individual will communicate all attractive property policies:
- Departmental Contact:

IT equipment – the following individuals will communicate all attractive property policies:
- IT Contact:

G. Reporting Requirements for Attractive Property
1. Off-site Certification - When a department is relocating an asset to an off-site location, or an item is intermittently traveling, the department must complete an Off-site Certification Form in myAssets before the equipment is removed from campus. The Off-site certification will be required annually as long as the item is located off-site campus or continues to travel.

Departmental property and IT equipment – the following individuals will complete off-site certifications:
- Person responsible for the usage of the property identified in myAssets.

2. Foreign Travel Request - Any asset that will be transported outside the United States must receive authorization prior to travel. To request authorization, submit an asset Request Approval for Foreign Travel through myAssets. When traveling with computers no restricted data or research can travel international without prior approval from Division of Sponsored Research (DSR).

Departmental property and IT equipment – the following individuals will complete off-site certifications:
- Person responsible for the usage of the property identified in myAssets.