Historical Information and Background

In 2011, the University of Central Florida ceased accounting for property valued below $5000.00. It was left to individual colleges to determine their own methods of property accounting for assets below $5000.00. Due to the nature of the process and the cost-effectiveness of asset tracking and management, the College of Arts and Humanities accounts for assets from $1500 up to $4999.99 beginning August 8, 2013. Further, individual departments and units may, at their discretion, also use the system put in place for CAH asset management for internal department or unit level accounting of assets under $1500. Assets valued under $1500 are not subject to CAH audit.

This policy and the procedures derived from it will be reviewed regularly and may undergo various changes and clarifications. All personnel involved in property management and tracking will be notified when any changes or clarifications occur. Please note that tentative processes, pending completion of the CAH Asset Management Database (CAHAMD), are indicated in red font throughout this document.

In the procedural section of this document, there are two sets of processes written for property management functions. One is an “analog” process using a combination of spreadsheets, hard copy forms, the CAH Asset Management Database, and e-mail or hand delivery notification. The other processes are explanations of procedures that are tentative until the College of Arts and Humanities Asset Management Database (CAHAMD) is fully functional. Once the CAHAMD is fully functional, however, CAH retains the “analog” processes for emergencies or conditions in the unlikely event of serious or ongoing software, hardware, or server malfunctions.

This policy and procedures document does not replace, apply to, or supersede the UCF property policy and procedures for UCF assets over $5000.

Approved by:

August 8, 2013

Jose B. Fernandez

College of Arts and Humanities, Dean
List of Acronyms. (See below for definitions of terms.)

- CAHAMD – CAH Asset Management Database.
- CAHPM – CAH Property Manager, person who manages all CAH property
- CAH Tag – CAH property tag
- CF Tag – UCF property tag
- DDC – Dean, Director, or Chair
- PCT – property custodian, person responsible for management of a given unit’s property
- RFO – Responsible Fiscal Officer

Definitions of Terms (See p. 13 for permissions levels and additional information)

- CAH asset/item/property item/property - Equipment, fixtures, furniture, and other tangible property that has a value or cost of $1,500 to $4999.99. A CAH asset is a capitalized asset that is a non-consumable item. The value of the asset is determined by the invoice price of the asset. Assets include peripherals that are required for the main piece to operate. For example: modular furniture workstations that are joined by a wall panel that have a combined cost $3,890 would be one CAH asset. An asset includes the UCF account code, profile ID, and asset’s identification number. CAH assets can be purchased with E&G or C&G funding. CAH assets will have CAH tag; an asset might also have a CF tag. See “UCF asset” for additional information.

- CAH Asset Management Database (CAHAMD) – A Web-based management system to assist with asset management for the college; it is located at https://manager.cah.ucf.edu/. The asset manager database is being updated for additional functionality. It will be available for use for data input in fall 2013. Therefore, when using the procedures noted in the procedures section of this document for property information data entry, information you provide in your unit’s asset spreadsheet is also to be entered into the CAHAMD. You have access to this database through http://manager.cah.ucf.edu. Additional functions will be added and all personnel involved in CAH asset/property management will be notified when full functionality is available. In the procedures section of this document, below, follow the processes for reporting and approvals in the sections not indicated in red font color until CAHAMD is fully functional.

- CAH tag - a tag required for all CAH assets. The format is: CAH + 5 digits; these numbers will be assigned by the Property Manager. Assets that would be defaced, too small, or would void a warranty by affixing a tag can affix the tag to a 3x5” card with a picture of the asset and detailed description on how to locate the asset. The card is to be kept in a suitable secured container and location in the department or unit owning the item.

- CF Tag – UCF property tag required for all UCF assets above $5,000. Some assets below $5,000 have a CF tag from the previous UCF property policy that changed in 2011.

- College of Arts and Humanities Property Manager (CAHPM) – Dean’s Office position responsible for coordinating with college property custodians, DDCs, and RFO to ensure assets are managed and audited. The position can also act as a property custodian. This position can also approve or deny transfers as well as approve or deny lost or missing reporting actions. This position will assign a series of pre-numbered tags, in the format of CAH+ 5 digits, to the PCTs. The property
manager can edit, delete, and add information into all fields of the property management system.

- **College Unit, Units, Department, Departments** - any official school, academy, department, program, office, institute, laboratory, or center under the College of Arts and Humanities.

- **Dean, Director, Chair/DDC** – The DDC of a college unit acts as the RFO backup and the DDC is responsible for the assets assigned to that DDC’s college unit. The Dean, Director or Chair (DDC) or the Responsible Fiscal Officer (RFO) will designate one employee to be Property Custodian for the unit(s) for which the DDC holds responsibility. The DDC or RFO may also identify and appoint a back-up PCT. Each PCT is responsible for identifying CAH property and maintaining property records for a department or project. A DDC can perform the same actions as an RFO.

- **Property Custodian/PCT** – Assigned by a DDC (Dean, Director, or Chair), the person occupying this role is responsible for tracking and identifying assets, initiating transfers, reporting lost, missing or stolen assets, and marking assets for surplus for a given unit or project. The PCT must be added to the Department Authorization List (DAL) and also have access to UCF financials to print certain property reports and F&A financial proof of recent purchases.

- **Responsible Fiscal Officer/RFO** – The RFO can approve or deny transfer as well as approve or deny lost or missing reporting actions. See the table in the appropriate appendix below. The RFO assigns the PCT to a college unit.

- **UCF asset** - Equipment, fixtures, furniture, and other tangible property that has a value or cost at or above $5,000.
  - Software that is purchased on physical media that is a UCF asset follows University policy on identification and tracking. For CAH software assets (i.e., software from $1500 to $4999.99), a property tag is to be placed on the physical media container (i.e., the box in which it came or other container for the CD, DVD or other media source). For licensed items that are not CAH property, no tag is required.
Policy Statement

Rationale

It is the responsibility of all CAH personnel, departments, and units assigned to roles in CAH and UCF property management to practice due diligence in entering, editing, and approving information about assets in the College of Arts and Humanities Asset Manager Database system (CAHAMD) or providing such information in departmental spreadsheets and on standalone forms as noted in the appendices at the end of this document; providing information on purchases and acquisitions, transfers, and other aspects of the disposition, placement, and location of property; taking responsibility for audits and tracking; and participating in training and being aware of information updates regarding the policy and procedures for CAH asset management. The asset management system is located at http://manager.cah.ucf.edu.

Tagging

Assets having a UCF “CF” tag valued from $1500 to $4999.99 will retain “CF” tag and be assigned a CAH tag provided by the CAH Dean’s Office Property Manager. The PCT for a department or unit will enter the asset information into the CAH Asset Manager. Newly acquired assets are assigned a CAH tag by the unit’s PCT.

All CAH assets will be reviewed and accounted for by a CAH tag and through appropriate forms and documentation. Both scheduled and random audits will be performed by the CAH Property Manager. Scheduled and random audits of all CAH assets will help to ensure the accuracy of asset management information, assets, and processes. In rare cases when an asset cannot be physically tagged due to its size or conditions of use, it is acceptable to use a 3x5” index card with the tag, description, and photograph of the asset. The index card is to be kept in a secure location to identify and help to locate an asset as well as to provide appropriate information for auditing. It is also possible to use a file on the PCT’s work computer with information on property that cannot be physically tagged.

Assets with CAH tags will remain tracked until the asset is transferred, lost, stolen, marked for surplus with approved documentation, or reaches an age of 10 years.

CAH faculty and staff members with tagged assets in their offices must notify the department’s or unit’s PCT prior to moving the asset or taking it off campus. Off campus assets must be documented with the internal CAH off-campus property form. The person taking the asset off campus must have the form completed and received by the department PCT prior to taking the asset off campus. For assets below $1500, it is the prerogative of individual departments or units to determine whether they wish to require an off campus property form.

CAH departments and units are encouraged to track assets valued under $1500. The CAHAM database and forms are available for this purpose (assets valued under $1500) but are not subject to CAHPM audit.
Responsible Parties in Asset Management. See also “Definitions of Terms” in this document.

Property Manager: The CAH Property Manager (CAHPM) is responsible for oversight of all records for CAH assets. The Property Manager and assigned dean-level administrator will perform audits for each department or unit on a schedule to ensure proper records of CAH assets. The Property Manager will receive from PCTs of all units a list of all assets purchased by P-Card, PO, or any other method of payment or acquisition once per month. Additional information on property acquisition reporting is available in the procedures section of this document.

College Units: College units are responsible for assets assigned, purchased, donated, transferred, or otherwise acquired. College units must be able to locate all assets. They must document and complete all forms when an asset is determined to be lost or missing, reported stolen, transferred, used off-campus, or marked for surplus. New purchases of qualifying assets must be reported to the PCT on the published schedule (see appendices below). Assets that are donated or transferred into the unit must also be reported to the PCT; cost estimations may be used based on current value for donated or transferred items.

PCT: A PCT is a property custodian and is responsible for obtaining and assigning CAH tags to assets and entering asset information into the unit’s asset spreadsheet and CAH Asset Management Database (CAHAMD). For donated or transferred assets, the PCT must confirm and have estimated values approved by the DDC/RFO prior to obtaining the CAH tag and entering asset information.

Duration of Property Tracking

Assets with CAH tags will remain tracked until a particular asset is transferred, lost, stolen, or marked for surplus with approved documentation or the asset has reached 10 years in asset tracking. For example, an asset purchased and part of a CAH unit’s property beginning February 1, 2004 will not be tracked or audited by CAH after February 1, 2014. Documentation is part of the procedures in the next section.

Office Use and Off Campus Property

In general, CAH staff and faculty members with tagged assets in their offices are responsible for those assets and must notify the unit’s PCT prior to moving an asset or taking it off campus. Off-campus assets must be documented using the form for off-campus use of property. The person taking the asset off campus must have the form completed and received by the department PCT prior to taking the item off campus. In a case in which an asset is removed or replaced to undergo repair or update (e.g., computers, peripherals), it is sufficient for the PCT to note in the comment field of CAHAMD that this is the case and note in that field when the asset has been returned.

It is essential to know that UCF now requires persons transporting or possessing an off-campus asset to keep a copy of the off-campus use form with the asset at all times.

The form for off-campus use of CAH property is located at [http://www.cah.ucf.edu/files/](http://www.cah.ucf.edu/files/).
**Tracking Assets under $1500**

CAH units are encouraged to track assets valued under $1500 for their own, internal auditing purposes. CAH will track, verify, and audit property from $1500 to $4999.99.

**Penalties for Lost or Missing Assets**

Lost or missing assets falling in the 10-year asset tracking window are subject to an acquisition cost penalty from 3% to 5% charged by CAH Dean’s Office. Assets purchased or acquired after August 8, 2013 will incur a 5% penalty and assets purchased or acquired before August 8, 2013 will incur a 3% penalty if lost or missing and not recovered within the time period noted below. Assessing penalties for lost or missing items will take effect beginning in January, 2014.

Items lost or missing are to be duly noted in CAHAMD (within one week of discovery or notification that an asset is lost or missing) and a charge for that item will not be applied unless the item is not recovered and/or located within 3 months from the date of notification (i.e., the charge will be applied and assessed if an item lost or missing is not located within 3 months of notification).
CAH Asset Management Procedures

Asset management will move to a fully online system over time. In fall 2013, the CAH Asset Manager database is available for CAH units to enter information about assets into the system as well as edit existing information. Some processes that will be automated and rolled out during the academic year 2013-2014 will need to be done using forms available as noted below. Completion and retention of forms related to the disposition of CAH property (pdf and Word (.doc or .docx) and .xls or .xlsx files are preferred) is the responsibility of each CAH unit. Below, procedures are listed for asset tracking and information storage for both online database management and for non-database records creation and retention until database functionality in CAHAMD is complete.

Property/Asset Acquisition

Newly acquired assets require the following:

Property Acquisition Notification

- The unit’s PCT will send an e-mail to the CAH Property Manager containing information on the acquisition of property by the CAH unit during the previous month on or before the 5th day of the following month every month. If the 5th day of the month falls on a weekend or University-recognized holiday, reporting by the next business day is acceptable.
  - Example: Your unit acquires 15 tagged assets ($1500 to $4999.99 each) during the month of August. The PCT of your unit sends a spreadsheet or other document by e-mail to the CAH Property manager by September 5 with asset description, acquisition cost, and other information as noted in the CAH Asset Manager database fields, as appropriate.
- The CAH Property Manager may verify purchases by running appropriate reports through UCF Financials.
- It is the responsibility of each unit’s PCT and DDC to determine a reporting mechanism and process within that unit for accurate reporting of acquired items. For example, if your PCT is different from the person or persons who order and pay for assets, those who order or pay for or otherwise acquire assets will notify the unit’s PCT of all purchases and acquisitions.

CAH Tags

- The CAH Property Manager will provide each unit with pre-printed CAH tags for assets. PCT reporting to the CAH Property Manager includes notification of the tag number associated with each asset acquired.
  - If your unit depletes its supply of tags, notify the CAH Property Manager by e-mail. The CAH Property Manager will provide you with additional tags.
  - If an item requires a new tag due to loss or defacement of an existing tag, notify the CAH Property Manager by e-mail to have a new one printed for you.

Procedure for Asset Management for Newly Acquired or Reported Assets in Manager Database

1. Unit acquires assets.
2. PCT enters appropriate information into fields in CAHAMD, with ability to add comments regarding any asset entered.

3. Manager database generates e-mail to DDC/RFO for approval of the entries in CAHAMD.
   a. If DDC/RFO approves, manager database generates an e-mail to the PCT and the CAH Property Manager notifying them of approval of the entry.
   b. If DDC/RFO does not approve, DDC/RFO makes appropriate notation in the comment box in the manager database and manager database then recycles the entry back to the PCT through an e-mail notification of non-approval.
      i. The process re-starts from step 2 above.

Existing Property/Asset Updates

Procedure for Editing Information about Assets in Manager Database

1. PCT edits description or other information (see Appendix D (combined with Appendix A) below indicating the field editing permissions for all roles in asset management). PCT adds comments as needed in the comment box.

2. CAH Manager database sends an e-mail to DDC/RFO of unit for approval.
   a. If DDC/RFO approves, an e-mail is generated by the manager database to the PCT that editing has taken place.
   b. If DDC/RFO does not approve, DDC/RFO makes appropriate notes in the comment box and recycles the “edit” to the PCT. The manager database will generate an e-mail to the PCT that the edit is not approved.
      i. The process re-starts from step 1 above through approval by the DDC/RFO.

Lost/Missing Asset Notification

Lost or missing assets are unable to be located. In a case in which an asset in your unit has been lost or is missing, follow the procedure below. A unit reporting a lost or missing item, or a unit found to have lost/missing items through regular or random audits of its inventory, is subject to a penalty of 3% of the item’s purchase price value for property acquired prior to 8/8/13 and 5% of the item’s purchase price value for property acquired after 8/8/13. A financial penalty for non-located lost or missing assets will be charged after three months from the date of notification, discovery, or entry into the system that the asset(s) is/are not located. If the asset is subsequently found, located, or returned after the penalty has been assessed, the amount of the penalty is NOT reimbursable to that unit.

When reporting University assets as lost/missing/stolen, use form: Lost/Missing State-Owned Property Report for Departments. See Addy Note: Creating a Request to Declare an Asset Lost/Missing located at http://www.financials.ucf.edu/Addy_Notes/Asset_Management.cfm. UCF will charge a 5% fee to the responsible department for any item not located within a 2 year time period of reporting lost/missing.

No fee will be charged if item is 10 years or older at the time of reporting lost/missing.

Procedure for Reporting Asset(s) as Lost or Missing Prior to Manager Database Functionality Completion
1. PCT sends e-mail with notification of lost/missing asset(s) to DDC/RFO of unit using the form in Appendix E for approval. Provide as much information as possible such as the name of the person who was responsible for the asset, an explanation of what happened, steps taken to try to find the asset, and how to prevent such situation from occurring again.

2. If DDC/RFO approves the form, PCT sends a copy of the form to the CAH Property Manager.
   a. CAH Property Manager may also identify lost or missing items in scheduled and random audits. Proper documentation of all actions and disposition of property/assets is required in the CAH property management process.

3. If DDC/RFO does not approve the form, PCT re-starts process from step 1.

4. PCT makes a notation on the unit’s asset spreadsheet and in CAHAMD indicating that the item is lost or missing and adds comments as needed in the comment box.

Procedure for Reporting Asset(s) as Lost or Missing After Manager Database Functionality Completion

1. PCT enters Manager Database to activate the appropriate notification in the database regarding lost/missing status of asset(s).

2. Manager database generates e-mail to DDC/RFO to approve or not approve notification of lost/missing status.
   a. If approved, manager database sends e-mail to PCT and CAH Property Manager to indicate acknowledgement and approval of lost/missing asset(s).
   b. If not approved, manager database sends e-mail to PCT for further editing.
      i. Process re-starts from step 1.

Stolen Asset Notification

Procedure for Reporting Asset(s) Stolen Prior to Manager Database Functionality Completion

1. PCT sends e-mail with notification of stolen asset to DDC/RFO of unit to obtain permission to report to UCF Police Department. A return e-mail from the DDC to the PCT is sufficient indicating approval. Appendix F contains sample text for this approval process.

2. If DDC/RFO approves, PCT sends copy of form to CAH Property Manager and the PCT and/or DDC/RFO generates the appropriate notification to the UCF Police Department. See Appendix G for the form to use related to notification of UCF Police. This form is available at http://www.cah.ucf.edu/files/.

3. If DDC/RFO does not approve, DDC/RFO makes notations in a return e-mail and returns it to the PCT for correction.
   a. Process re-starts from step 1.

4. PCT makes a notation on the unit’s asset spreadsheet and in CAHAMD indicating that the item has been stolen and adds comments as or if needed in the comment box on the spreadsheet.

Procedure for Reporting Asset(s) Stolen After Manager Database Functionality Completion

1. PCT makes notation in manager database indicating stolen asset and enters notes or other information in the comment box for that asset.

2. Manager database generates an e-mail to the DDC/RFO for approval and generates a form to be submitted to the CAH Property Manager and the UCF Police Department. See Appendix E for the stolen property form, Appendix F for e-mail approval to notify, and Appendix G for a general process for police notification of stolen asset(s).
3. If DDC/RFO approves the form, manager database generates an e-mail to the PCT and CAH Property Manager notifying them that the item is reported stolen. The database manager system will notify the DDC/RFO and PCT to fill out and submit the form for stolen property to the UCF Police Department. PCT and DDC/RFO then submit the stolen property form and information to the UCF Police Department.

4. If DDC/RFO does not approve, DDC/RFO makes notation in comment box and database manager sends e-mail notification to PCT that corrections are to be made.
   a. Process re-starts from step 1.

**Off-Campus Location of CAH Asset**

**Procedure for Off-Campus Use of CAH Asset Prior to Manager Database Functionality Completion**
1. PCT makes a notation on the unit’s asset spreadsheet and in CAHAMD indicating that the item has been taken off campus and adds comments as needed in the comment box on the spreadsheet.
2. PCT uses the form in Appendix H for signature of employee or student taking the asset off campus and for the signature of the unit’s DDC/RFO.
3. PCT retains the form electronically as a PDF or Word document.
4. Notification of CAH Property Manager is not required.
5. Be sure that a copy of the signed form is given to the employee to keep with the asset at all times.

**Procedure for Off-Campus Use of CAH Asset After Manager Database Functionality Completion**
1. PCT makes notation in manager database indicating an asset has been taken off campus and enters notes or other information in the comment box for that asset.
2. Manager database generates an e-mail to the DDC/RFO and the PCT to use the appropriate form for off-campus use of an asset.
3. PCT retains the form electronically as a PDF or Word document.
4. A hard copy of the signed form is to be given to the employee by the PCT or designee to keep with the asset at all times.
5. Notification of CAH Property Manager is not required.

**Surplus Assets**

**Procedure for Surplus of Asset Prior to Manager Database Functionality Completion**
1. PCT uses the form in Appendix I for information regarding surplus assets.
2. PCT sends information by e-mail to DDC/RFO for approval to surplus item.
3. If DDC/RFO approves, PCT prepares form(s) for and notification for pick-up of the item.
4. If DDC/RFO does not approve, DDC/RFO notifies PCT by e-mail to indicate need for corrections or changes.
5. Notification of CAH Property Manager is not required but appropriate documentation needs to be retained by the unit and notations added in the spreadsheet and CAHAMD.
6. Keep a copy of the surplus receipt for at least 10 years, for your records.
7. Surplus, damaged and unusable assets must be reported through the UCF Surplus Property website at http://www.rm.fs.ucf.edu/ENT/surplus/surplus_database.html, which also provides more information on University procedures.

8. PCT makes notation on the unit’s asset spreadsheet and in CAHAMD indicating that the item has been identified for surplus.

**Procedure for Surplus of Asset After Manager Database Functionality Completion**

1. PCT makes notation in CAH asset management database indicating that an item is identified for surplus.
2. PCT uses the form generated in the online UCF surplus system to surplus the item. Manager will send e-mail notification to RFO/DDC that an item awaits approval for surplus.
3. IF DDC/RFO approves, PCT prepares online form for and notification for pick-up of the item.
4. If DDC/RFO does not approve, manager database will generate an e-mail to the PCT indicating need for correction.
   a. Process re-starts from step 1.

**Transfer**

An asset transferred to a CAH unit is entered into the spreadsheet and database and is treated as an ordinary acquisition in the asset management process. An asset transferred from a CAH unit to another CAH unit or outside CAH follows the procedure below.

**Procedure for Transfer of Asset Prior to Manager Database Functionality Completion**

1. PCT sends e-mail with notification of transferrable asset(s) to DDC/RFO of unit using the form in Appendix J for approval. This form is located at http://www.cah.ucf.edu/files/.
2. If DDC/RFO approves the form, PCT sends a copy of the form to the CAH Property Manager.
3. If DDC/RFO does not approve the form, DDC notifies PCT of need for changes or clarifications.
4. Process re-starts process from step 1.
5. PCT makes a notation on the unit's asset spreadsheet and in CAHAMD indicating that the item is being prepared for transfer to unit/department/college X and adds comments as needed in the comment box on the spreadsheet.

**Procedure for Transfer of Asset After Manager Database Functionality Completion**

1. PCT enters CAHAMD to activate the appropriate notification in the database regarding transfer of asset(s) and makes appropriate notations in the comment field regarding transfer.
2. Manager database generates e-mail to DDC/RFO to approve or not approve transfer.
   a. If approved, manager database sends e-mail to PCT and CAH Property Manager to indicate acknowledgement and approval of lost/missing asset(s).
   b. PCT then initiates physical process for asset transfer.
   c. If not approved, manager database sends e-mail to PCT for further editing.
      i. Process re-starts from step 1.

**Auditing and General Procedure**
To ensure the integrity of the process and to safeguard CAH assets valued from $1500 to $4999.99, an auditing process is in place.

Each CAH unit is scheduled for audit as noted in Appendix K. During the month noted in which a unit is scheduled for an audit, CAH Property Manager will generate a random list of items from your unit that are to be located and verified. CAH Property Manager may notify you with a reminder that your unit is scheduled for an audit.

The CAH Property Manager will give you a copy of the randomly generated list of items for audit. You (PCT and/or DDC/RFO) will locate the items with the CAH Property Manager. In a case in which an item is not located during a regularly scheduled or random audit, your unit has one week (7 days) from the day/date of the audit to locate the item and verify its location. The PCT must notify the CAH Property Manager by e-mail whether the asset in question has been located.

If the asset is located within 7 days, the CAH Property Manager will make appropriate notations that this is the case. If the asset is not located, the lost/missing asset process is initiated as noted above and the unit’s PCT enters information as appropriate into the unit’s spreadsheet and CAHAMD. Lost or missing items are subject to financial penalty as noted above.

If the asset is not located within 7 days, the unit’s PCT will follow the procedure for reporting an asset lost or missing.

In addition to regularly scheduled audits, CAH Property Manager may, at her/his discretion or at the discretion of the dean-level administrator in charge of CAH property, conduct an audit at any time and for any reason. These are random audits that may be computer generated or generated at the discretion of the CAH Property Manager and/or dean-level administrator. All the same considerations apply to a random audit that applies to a regularly scheduled audit of a unit’s assets. The CAH Property Manager may provide you with up to one week’s notice of a pending random audit.

Appendices

- Appendix A: Sample of Fields for Data Entry in CAH Asset Manager Database
- Appendix B: Property Acquisition Form
- Appendix C: Sample e-mail notice
- Appendix D: Table of CAH Asset Management Database read only, entry, edit, approval, and recycle Field Editing Permissions – refer to Appendix A
- Appendix E: Lost/Missing/Stolen Asset Form
- Appendix F: Stolen Property e-mail notice for DDC/RFO Approval
- Appendix G: Stolen Property Process for UCF PD Notification
- Appendix H: Off-Campus Use of CAH Asset
- Appendix I: Surplus Assets
- Appendix J: Asset Transfer Form (for use for transfer from a CAH unit)
- Appendix K: Audit Schedule
**APPENDIX A and Appendix D: Sample of Fields* for Database Entry in CAHAMD**

And Read Only (RO), Entry (EN), Edit (ED), and Approval (AP) Permissions**

*The fields for data entry shown here as rows are columns in CAHAMD and are also listed in your unit’s spreadsheet. Some entries are by radio buttons.

**In CAHAMD, different roles in asset management have different permissions and levels of access to information in the asset management database.

<table>
<thead>
<tr>
<th>Fields for Data Entry</th>
<th>Dean-Level</th>
<th>CAH PM</th>
<th>RFO</th>
<th>DDC</th>
<th>PCT</th>
<th>Back-up PCT</th>
<th>Other/CAH Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAH Tag</td>
<td>All access, all fields</td>
<td>All access, all fields</td>
<td>ED, AP</td>
<td>ED, AP</td>
<td>EN, ED</td>
<td>EN, ED</td>
<td>RO</td>
</tr>
<tr>
<td>UCF Tag</td>
<td>All access, all fields</td>
<td>ED, AP</td>
<td>ED, AP</td>
<td>EN, ED</td>
<td>EN, ED</td>
<td>RO</td>
<td></td>
</tr>
<tr>
<td>Dept Tag</td>
<td>All access, all fields</td>
<td>ED, AP</td>
<td>ED, AP</td>
<td>EN, ED</td>
<td>EN, ED</td>
<td>RO</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>All access, all fields</td>
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<td>ED, AP</td>
<td>EN, ED</td>
<td>EN, ED</td>
<td>RO</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
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<td>ED, AP</td>
<td>EN</td>
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<td>RO</td>
<td></td>
</tr>
<tr>
<td>Serial Number</td>
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<td>AP</td>
<td>EN, ED</td>
<td>EN, ED</td>
<td>RO</td>
<td></td>
</tr>
<tr>
<td>Value (acq + cost)</td>
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<td>AP</td>
<td>EN, ED</td>
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<tr>
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<td>NO ACCESS</td>
<td>RO</td>
<td></td>
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APPENDIX B: CAH Property Acquisition Notification Form

Department or Unit Name: ________________________________________________________________

PCT Name: ____________________________________________________________

Date: _____________________________________________________________________________

Property Acquisition Reporting Period: ________________________________________________
                                           Month and Year

List of assets acquired in the reporting period, including tag number, description, and acquisition cost. Add rows as needed for the number of assets you are reporting.

<table>
<thead>
<tr>
<th>CAH Tag Number</th>
<th>Item Description</th>
<th>Acquisition Cost</th>
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Send this form to the CAH PM at CAHProperty@ucf.edu by the 5th day of every month to report assets acquired by your unit in the previous month. If no assets have been acquired, send an e-mail by the 5th day of the month to indicate that no assets were acquired by your unit.
APPENDIX C: Sample e-mail notice for Asset Editing in CAHAMD
(May not be needed if CAHAMD functions are complete)

From: PCT

To: DDC or RFO

The following asset(s) in the CAHAMD was/were incorrectly listed in the following way:

Description of error ---

Please indicate your approval by return e-mail to make the following change(s):

Description of change(s) to be made ---
APPENDIX D: SEE APPENDIX A
APPENDIX E

CAH Internal Property & Inventory Control Items $1500 up to $4999.99
Lost/Missing/Stolen State-Owned Property

All state-owned property that cannot be located for inventory purposes must be reported as lost, missing, or stolen by the responsible department/project. Lost items are classified as known that they are lost. Missing items are classified as unable to locate. For any property item reported as stolen, attach a copy of the required police report for the theft.

After the Department DDC or RFO for the department/project has approved and signed this report, keep copy for your records. These forms will be asked for during CAH Audit.

<table>
<thead>
<tr>
<th>CAH Tag Number</th>
<th>Description</th>
<th>Serial Number</th>
<th>Acquisition Date</th>
<th>Acquisition Cost</th>
<th>Date Last Seen</th>
<th>Location Where Last Seen</th>
<th>Indicate, Lost, Missing, or Stolen</th>
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Action taken to locate property:

____________________________________________________________________________________

Explain procedural changes implemented to prevent future loss:

____________________________________________________________________________________

____________________________________________________________________________________

Department/Project Number: _____________________________

Name of last employee responsible for property:

Last known Phone (home/cell): ___________________________

Department DDC or RFO: _____________________________ Date: ___________________________

Revised: 6/5/13
APPENDIX F: E-mail Notification for Approval to Report Asset Stolen

From: PCT

To: DDC or RFO

The following asset(s) need to be reported as stolen:

Description of item(s), when stolen, and other relevant information, including approximate or actual acquisition cost, location last seen, etc.

Please indicate your approval to report this asset stolen by return e-mail to the PCT.
APPENDIX G

Once an asset is known to be stolen, complete the relevant form and notation in CAHAMD. Contact the UCF Police Department for the proper procedure to report to them an asset that is stolen. Refer also to Appendix E.
APPENDIX H

CAH Internal Authorization for Off-Campus Use of Equipment
Items $1500 up to $4999.99

Department Name and Account Number

Part 1: The state-owned equipment listed below is authorized for use at an off-campus site for official state business and is deemed to be in the interest of the College and the State. The Borrower agrees this equipment will be returned to the College or Department on demand in good working condition and accepts financial responsibility for the cost of replacement if not returned for any reason. This form should be kept in a file until the item is returned.

Part 2: When the item is returned, complete the bottom portion of the form and distribute copies to faculty and keep for your office records. Further, the requestor shall have a copy of this form on his/her person when transporting.

Part 1 – Authorization to Remove Asset Off-Campus

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Office Phone#</th>
<th>Cell/Home Phone #</th>
<th>Employee ID#</th>
</tr>
</thead>
</table>

Borrower-PRINT

Is the borrower a UCF Employee?
Yes________ No________

Date Borrowed

Do you intend to retain equipment more than thirty (30) days?
Yes________ No________

Off-Campus Address:

Work Address:

Purpose of Off-Campus Use:

CAH Barcode UCF Barcode (if available)

Description

Serial #, if available

I hereby acknowledge receipt of the above listed property and agree to the terms stated above.

Borrower’s Name-PRINT

Borrower’s Signature

Date

Dept. DDC or RFO or PCT Name-PRINT

Dept. DDC or RFO or PCT Signature

Date

Part 2 – Returning Asset Back to Campus

Borrower’s Name-PRINT

Borrower’s Signature

Date

Dept. DDC or RFO or PCT Name-PRINT

Dept. DDC or RFO or PCT Signature

Date
New Location: ____________________________
APPENDIX I: Surplus Assets

The online form is available at the following:

APPENDIX J

CAH Internal Property & Inventory Control Items $1500 up to $4999.99
Request for Transfer and Receipt of State Owned Property for
Departments/Units/Projects

Use this form to transfer responsibility of state-owned property from one project to another project. The DDC, RFO or PCT for both the transferring project and the receiving project must approve the transfer by signing the form. Keep a copy of this documentation for your records.

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Transferring Project’s DDC/RFO/PCT

_______________________________
Signature

Name:_________________________
Phone:_________________________
Date:_________________________

Receiving Project’s DDC/RFO/PCT

_______________________________
Signature

Name:_________________________
Phone:_________________________
Date:_________________________

Revised 6/5/13
## APPENDIX K: Audit Schedule

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