

University of Delaware

FY 23 Equipment Survey Instructions

Equipment Survey Purpose and Due Date

Federal regulations require the University of Delaware to perform an annual equipment survey, which must be accurate and up to date at the time of completion. This survey is also integral to the F&A proposal process and the annual financial statement audit. Responses are mandatory and due back from departments by **05/05/2023**.

Due to the importance of this survey, escalation procedures are in. Non-respondents will be reported to supervisors and departmental and unit leadership. We appreciate your prompt assistance with completing this deliverable.

Completing the Equipment Survey

Resources to use while completing the survey:

1. FY23 Equipment Survey Instructions (this document): provide an overview of the survey and important definitions to reference as you complete the survey.
2. FY23 Equipment Survey PowerPoint: provides step-by-step instructions for updating the Equipment Inventory Listing and making any necessary changes via webforms.
3. FY23 Equipment Inventory Listing: this Excel spreadsheet lists all the equipment currently assigned to your department. This was attached to the email sent by the Asset Management Team. Data in this file is as of 03/31/2023.
4. Equipment Activity Webforms (see Equipment Survey PowerPoint for how to access).
5. The Asset Management Team is here to assist you. Please contact asset-mgmt-survey@udel.edu with any questions.

Considerations while completing the survey:

The equipment survey is completed by reviewing the equipment inventory listing and making updates as needed (reference the Equipment Survey PowerPoint for step-by-step instructions). The survey aims to ensure the accuracy of the equipment data reported for your department. As you complete the survey, consider the following:

1. Is the equipment still in your department's custody, or has it been disposed of, destroyed, lost, or transferred? If you are unable to confidently determine the location or status of any equipment, contact the Asset Management Team.
2. Verify that the equipment's location matches what is listed on the equipment inventory listing. This step is crucial to the F&A proposal process and the annual KMPG audit. ***Please note that tag #s highlighted in orange on the equipment inventory listing currently have no valid UD space location assigned and must be updated.**
3. Verify that the main equipment items have a printed tag ID visible on the equipment. If the tag is missing, contact the Asset Management Team to request a new tag.
4. Use the Corrective Info columns (columns P-S in the inventory listing) to identify changes that need to occur.
5. Complete necessary Equipment Activity Webforms for any changes identified and include all corresponding webform numbers in column T of the inventory listing. An Equipment Activity webform must be completed for all equipment disposals and location changes.
6. Be sure to return your completed Equipment Inventory Listing to the Asset Management Team by no later than May 5, 2023.

Equipment Survey Files:

Files are based on equipment records as of 3/31/2023. You will need to make corrections to existing data on the Corrective information columns (P-S) and process an Equipment Activity Webform. Changes will be made once the webform is completed.

Examples

If everything on the record is correct

Dept	Department Name	Tag #	Tag Descr	Acq Dt	Building	Building Name	Floor #	Tag Serial Num	Model #	End User	Profile ID	Descr	Room Status	Confirm	Updated Building	Updated Room	Updated End User	Webform #	Comments
Example1	Example	000101	Example 001	1/1/2013	NN05	Example	0111	ABC	A	M. Rothfuss	0000350785	TABLE, WORK	A	<input checked="" type="checkbox"/>					

Click the confirmation box to confirm data is correct

If Building, Room, or End User needs to be updated

Dept	Department Name	Tag #	Tag Descr	Acq Dt	Building	Building Name	Floor #	Tag Serial Num	Model #	End User	Profile ID	Descr	Room Status	Confirm	Updated Building	Updated Room	Updated End User	Webform #	Comments
Example1	Example	000101	Example 001	1/1/2013	NN05	Example	0111	ABC	A	M. Rothfuss	0000350785	TABLE, WORK	A	<input type="checkbox"/>	STC11	0123		5551234	Updated location

If the record needs to be updated
Please put updated information in cells P-R
Go to Webform and fill out a relocation form
Add Webform number into column S

If the record is highlighted orange

Dept	Department Name	Tag #	Tag Descr	Acq Dt	Building	Building Name	Floor #	Tag Serial Num	Model #	End User	Profile ID	Descr	Room Status	Confirm	Updated Building	Updated Room	Updated End User	Webform #	Comments
Example1	Example	000101	Example 001	1/1/2013	NN05	Example	0111	ABC	A	M. Rothfuss	0000350785	TABLE, WORK	I	<input type="checkbox"/>	NN05	0400		5555678	Updated Room

The record is in a room that is no longer active
Please update location in cells P-R
Complete a Relocation Webform
Add Webform ID in Cell S

If the equipment is no long active

Dept	Department Name	Tag #	Tag Descr	Acq Dt	Building	Building Name	Floor #	Tag Serial Num	Model #	End User	Profile ID	Descr	Room Status	Confirm	Updated Building	Updated Room	Updated End User	Webform #	Comments
Example1	Example	000101	Example 001	1/1/2013	NN05	Example	0111	ABC	A	M. Rothfuss	0000350785	TABLE, WORK	A	<input type="checkbox"/>				5555679	Junk

The equipment is no longer active or we no longer with UD highlight line red
Complete a corresponding Webform with correct reasoning (Junk, Sold, etc.)
Add Webform ID in Cell S
Add comment in Cell T with reasoning

References: Applicable policies and definitions

Equipment Policies

[Policy 5-06: Use and Disposal of University Equipment and Material](#)

[Policy 5-10: Class I Movable Equipment](#)

Definitions

Equipment:

Class I equipment is defined as movable, tangible personal property with an acquisition or declared value of \$5,000 or more, is functional for its intended purposes in and of itself (except for an external power supply if needed,) and has a useful life of a year or more.

Accessory / Peripheral:

When purchased separately and added to existing equipment, the value of the accessory/peripheral is added to the equipment value only when the cost of such accessory or peripheral meets or exceeds \$2,000. An accessory/peripheral is one item. Accessory/peripheral cannot be fabricated.

Fabrication:

Fabricated equipment is composed of material purchased for the purpose of building, constructing, or assembling of Class I equipment that will be so identified upon completion. Class I equipment at the University of Delaware will include those items in which material costs alone are **\$5,000** or more and will not include labor costs.

Junk:

Unserviceable equipment that is being completely disposed of.

Cannibalized:

A piece of equipment whose parts are being used in other pieces of equipment, rendering the original equipment unusable and unserviceable.

Permanent Transfer Off-Campus:

This option is to be used when a piece of equipment is being permanently transferred to a location outside of any of the UD Campuses. Research Office approval will be required for research or other grants.

Sold:

Serviceable equipment is sold for currency to an entity outside the University of Delaware. (If you wish to relocate your equipment within the University of Delaware, Contact Asset Management at asset-mgt@udel.edu.)

Stolen:

All thefts of University property must be reported to the University Police (302) 831-2224.

Changes in Status:

Department heads or designees are responsible for notifying the Asset Management of any changes in the status of equipment items.

Departments must fill out the Equipment Activity Webform to record changes in the equipment status.

Equipment can only be disposed of or relocated once the originator has received an approved copy of the Equipment Activity Webform. Status changes may also be reported during the annual Equipment Survey.

Transfer between Departments/Divisions:

If an equipment item is permanently transferred from one department to another, an Equipment Activity Webform must be completed, even if the location of the equipment does not change. The equipment can only be transferred once the originator has received an approved copy of the Equipment Activity Webform.

Transfer to other Location (within University):

If an equipment item is permanently transferred from one building or location to another, an Equipment Activity Webform must be completed. The equipment can only be transferred once the originator has received an approved copy of the Equipment Activity Webform.

Transfers to Home:

If the equipment is to be located at home, the Equipment Activity Webform must be completed to transfer the equipment off campus. The equipment can only be transferred once the originator has received an approved copy of the Equipment Activity Webform. Research Office approval will be required for research or other grants.

Transfer of Equipment and Title to other Institution - See Policy 6-08:

If a principal investigator moves to another institution and wishes to take equipment with them, permission must be obtained by the Department Chair and the Vice Provost for Research. The department Chair must also certify in writing to the Dean, the Provost, and the University Controller that the research equipment is unique to the Principal Investigator's current research and that the department does not need the equipment. The department chair must provide the Research Office and the University Controller with a list of equipment proposed for transfer. If approval is obtained, the Equipment Activity Webform must be completed by the principal investigator for each equipment item being transferred.

The equipment can only be transferred once the originator has received an approved copy of the Equipment Activity Webform.

Transfer of Equipment and Title from other Institution:

If a principal investigator moves to the University of Delaware and brings equipment with them, the items should be added to the University's equipment inventory. Contact Asset Management at asset-mgt@udel.edu for equipment transferred to the University. Upon notification of the transfer from the outside institution, the equipment item will be added to the University's equipment inventory. The original cost and date of acquisition (if known) should also be noted.

Transfer of Title from Sponsor:

If a department acquires title to equipment from a sponsor, contact Asset Management at asset-mgt@udel.edu. Upon notification of title transfers, the equipment item will be modified in the equipment inventory to reflect the change in ownership.

Government Furnished Equipment (GFE):

If a principal investigator acquires a piece of equipment on loan from the government, contact Asset Management at asset-mgt@udel.edu. Upon notification of the transfer from the government, the equipment item will be added to the University's equipment inventory and will be listed with the title vested in the government and will not be subject to depreciation.

Donation of Equipment:

If a department acquires title to equipment through a donation, contact Gift and Records Management at (302)-831-6801. Upon notification, the equipment item will be added to the University's equipment inventory, if applicable.

Disposal of Equipment (Sold, Scrapped, Traded-In, or Other):

If a department disposes of an equipment item by selling, salvaging, or by some other means of disposal, the Equipment Activity Webform must be completed by the department for each equipment item. If sold, the buyer and selling price should be noted; if "other," an explanation should be written on the form. Upon receipt of this information, the item will be deleted from the equipment list for the disposing department. If traded-in, the department needs to note the trade information on the Purchase Requisition Webform, the value given for the trade-in, and the fair market value of the new equipment.

Lost/Stolen Equipment:

If an equipment item is lost or stolen, the University of Delaware Police must be notified at (302) 831-2224, and the police report is attached to the Equipment Activity Webform when completed. Upon receipt of this information, a lost/stolen status will be reflected on the department's equipment inventory. Within 90-120 days, the department will be called and asked to verify that this status has not changed (i.e., that the item has not been found or recovered). After this verification, the equipment item will be deleted from the equipment list.

Returned to Sponsor:

The Equipment Activity Webform must be completed if the equipment is returned to the sponsor. The date the equipment was returned and the reason for returning it should be stated.

Other Types of Changes:

If there is any other change in the status of an equipment item, contact Asset Management at asset-mgt@udel.edu to determine steps that need to be taken. For example, a personally owned equipment item has mistakenly appeared on an equipment list. Upon receipt of this information, Asset Management will take the appropriate action.

Printed Tag #:

All main equipment items will receive a digital Tag ID during the Equipment Tagging webform process. Any equipment that was outside the Equipment Tagging webform process will receive a digital tag through email from Asset Management. Please print out and place the Tag ID on the equipment in a visible location.

Auditors review tag IDs during the verification of equipment and locations. If you are unable to attach Tag IDs due to safety reasons or the geographic location of equipment, please inform Asset Management so we can make a note on the Equipment file.