

College of Design
Minor Equipment
Policy & Procedures

Purpose: to protect CoD resources by tracking use and location of minor equipment (non-capitalized) costing \$500 to <\$2K or computers costing \$500 to <\$1K.

Policy

- The purchase of minor equipment requires written approval by CoD department head regardless of funding source, (college, departmental, professorship, etc.).
- CoD funding requires Dean's approval in addition to department head.
- Request to purchase minor equipment requires purchase price, description of item, proposed use/purpose/location and estimated cost for supplies, maintenance, etc.
- Unless otherwise stipulated during approval process, any cost associated with minor equipment (supplies, maintenance, etc.) is responsibility of the purchasing department.
- Replacement of minor equipment requires new approval process and purpose of replacement.
- CoD/purchasing department assumes ownership of all minor equipment.
- Employee is responsible for the handling, storing and distributing of minor equipment purchased by their request.
- Transfer of minor equipment to another employee/department requires written request from employee approved by department head(s).
- CoD minor equipment is not available for personal use by anyone.
- Disposal of minor equipment will be made in accordance with established University policies and procedures, and is not subject to individual transference.

Procedure

- Employee requesting the purchase of minor equipment submits a Funding Request form to department head for approval. (Form can be submitted to CoD Business office, 112A PH for forwarding to department head.)
- Approved Funding Request form is forwarded to CoD Business Office (112A PH) to determine appropriate purchasing process (procard, etc).
- Upon receipt, minor equipment is entered in Minor Equipment Log assigning an identification number, identifying responsible employee, purchase date and tagged with a permanent label.
- Minor Equipment Log is maintained by CoD Business Office in electronic format on CoD server.
- The permanent label reads "Property of University of Kentucky College of Design" and includes identification number to be prepared/affixed by Dean's office before releasing to employee.
- Receiving minor equipment requires completion of Minor Equipment Location form retained in Dean's office with employee signature in receiving section.

Procedure (contd.)

- Completion of the Minor Equipment Location form transfer section is required to transfer equipment to another employee with an update to the electronic log. Written approval from department head(s) is retained with form.
- Completion of the Minor Equipment Location form location section is required if original location changes and/or if equipment is to be utilized off campus.
- Dean's office will visually verify minor equipment annually during the regular University inventory cycle and complete the verification section of the Minor Equipment Location form with reconciliation to the electronic Minor Equipment Log. Reconciled log is retained with Minor Equipment Location forms.
- Minor equipment is disposed of by employee returning equipment to Dean's office and signing disposal section of Minor Equipment Location form.
- Dean's office will dispose of equipment in accordance with established University policies/procedures and updating the electronic Minor Equipment Log.

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