

**RUU**  
**RADFORD**  
**UNIVERSITY**

Financial Reporting Office

Equipment Liaison Handbook

October 2017

## Purpose

It is Radford University's inherent obligation to exercise appropriate stewardship and accountability for all assets regardless of the method of acquisition (purchase, lease, fabrication, donation via Radford University Foundation, etc.) or the source of funding (educational and general funds, sponsored programs, ETF, etc.). As a publicly funded institution, the University is accountable for all assets in its possession. The Equipment Liaison is instrumental in maintaining control of his/her assigned department's assets. This handbook is designed to assist the Equipment Liaison with understanding his/her role and responsibilities and the physical inventory process.

## Terms and Definitions

**Asset:** Any equipment item, or personal/real property, whether tangible or intangible, owned by or in the possession of the University.

**Banner Fixed Asset Module:** The University's system of record for capital and controlled assets to meet federal, state, and university requirements.

**Capitalized Assets:** Assets with an expected useful life of greater than one year and with a value or cost of \$5,000 or more at the date of acquisition

**Controlled Assets:** Equipment Trust Fund (ETF) or certain other assets costing less than \$5,000 that the University has determined should be tracked and tagged similar to capitalized assets in order to maintain proper control and accountability. Such items include:

- Desktop, mobile, and mainframe computers
- Network servers
- Required grant funded equipment

**Custodian:** An employee that is vested with the responsibility to safeguard assets that are assigned to them in which they maintain the asset for a majority of its useful life.

**Equipment Liaison:** The individual designated by each department that is responsible for accurately monitoring all asset activity within that department. Equipment Liaisons are University employees whose regular duties consist of managing the department's assets and acting as the point of contact concerning status changes of assets.

**Equipment Trust Fund (ETF):** A program administered by the State Council of Higher Education for Virginia (SCHEV) that provides an additional funding source that allows higher education institutions to purchase equipment for instructional use through leasing agreements with the Virginia College Building Authority. Equipment purchased with ETF monies is not owned by the University until the leasing agreement for a particular allocation has been satisfied. In addition to general rules applicable to all equipment, specific guidelines apply to the acquisition, maintenance, and disposal of ETF equipment. Failure to satisfy these requirements could jeopardize future allocations of ETF monies. Refer to specific ETF guidelines below.

ETF equipment:

- Must be used in programs of instruction, research, and academic support throughout its useful life or until ownership passes to the University.
- Is eligible for surplus only after ownership passes to the University.
- Must be replaced with departmental funds, if lost or stolen.
- Must be an individual item that costs at least \$500 or must be a functional unit where the aggregate cost of individual components is \$500 or greater. Components of a functional unit perform a specific task and must remain assembled as a unit.
- Must be maintained in good working condition by the department until ownership passes to the University. (This is based on the bond sale and is normally 5 years)

**Physical Inventory:** The process conducted by the Equipment Liaison and a Financial Reporting employee in which a physical identification of each tagged asset is completed at least every two years.

**Status Codes:** Identifier used in the Banner Fixed Asset Module to assign the status of tagged assets as follows:

- “A” – Active – the asset can be verified it is currently in use by the University
- “S” – Surplus – the asset is no longer in use by the University however, it remains in the possession of the University and has been properly transferred to Surplus Property within Warehouse Services under the department of Facilities Maintenance and Operations. All University property (excluding ETF equipment) that is determined to be excess, unwanted, or can no longer be utilized by a department is eligible for transfer to Surplus Property. ETF equipment is eligible for surplus only after ownership passes to the University.
- “D” – Disposed – the asset is no longer in the possession of the University either by being reported as lost, stolen, sold, donated, or cannibalized.
- “M” – Missing – the asset could not be physically found during the inventory process.

**Tagged Assets:** Assets that meet University criteria for tracking purposes either as capitalized or controlled assets. Such assets are assigned a unique identification number so that the asset can be maintained and tracked.

## **Equipment Liaison Responsibilities**

### **Responsibilities of Equipment Liaison:**

1. Proactively ensure that all assets in the department’s possession are adequately safeguarded and controlled.
2. Safeguard assets and encourage others to practice internal controls in order to prevent theft or loss. Understand the importance of internal controls such as:
  - Locking up laptops and other small assets
  - Securing offices and storage rooms
  - Keeping information up-to-date in case of loss
3. Promptly report status changes (acquisition, transfer between departments, disposition, cannibalization, destruction, loss, theft, etc.) of centrally recorded assets (i.e., tagged assets) to Financial Reporting.
4. Report certain discrepancies (unexplained losses, possible thefts, damage or destruction related to a crime, etc.) as soon as discovered to the University Police, Risk Management, as well as

Financial Reporting. Equipment Liaisons serve as the department's primary point of contact with these offices.

5. Obtain an understanding of allowable status changes for grant funded assets to ensure compliance with the grant.
6. Acquisitions:
  - Ensure purchases comply with the [‘Radford University Procurement and Contracts Procedures Manual’](#)
  - Ensure the proper account code is used when entering purchase requisitions in eVA.
  - Instruct vendors to deliver goods to the warehouse in the David E. Armstrong Complex. This will allow Financial Reporting to tag assets before delivery to the department.
  - Ensure that donated assets received from or through the Radford University Foundation valued at \$5,000 or more is promptly reported to Financial Reporting for recording in the Banner Fixed Asset Module and for tagging
  - Ensure grant funded assets purchases comply with the requirements of the grant.
7. Tagging:
  - Promptly notify Financial Reporting to schedule asset tagging if capitalized or controlled assets arrive in the department without tags.
  - Notify Financial Reporting if the asset cannot be tagged until setup is completed, indicating the business reason for the delay. Once the asset is available, follow-up with Financial Reporting and allows access to the asset for tagging.
8. Transfers:
  - Ensure the [Department Equipment Change Form](#) (previously known as the CT-1 form, Exhibit 1.2) is completed for all assets received from another department. This form is located on the **Financial Reporting / General Accounting website under Fixed Assets/ Important Information** (Exhibit 1.1).
    - Note: The Department Equipment Change Form is automatically forwarded to Financial Reporting by email (Exhibit 1.2). The transfer will then be processed in the Banner Fixed Asset Module by updating the organization code (department), location, and custodian as necessary.
  - Departmental transfers require the prior approval of the department heads of both departments. Both departments should maintain documentation (e.g. emails, and other communication concerning the asset) of transfers for three years plus the current fiscal year for auditing purposes.
  - For any assets purchased with grant or sponsored program funds, the transferring department must contact the Office of Sponsored Programs and Grants Management for written permission to transfer the assets to another department. This documentation must be retained by the transferring department for three years plus the current fiscal year for auditing purposes.
9. Surplus:
  - Submit a [Surplus Form \(PU19\)](#), located on the Facilities Maintenance and Operations website, when an asset is no longer needed in the department or it is no longer in working order. See Exhibits 2.1 and 2.2 for website location and example of Surplus Form PU19.
  - Maintain documentation of surplus items (e.g. print screen of the PU19 submission, emails, dates items were picked up to go to Surplus Property).
    - Note: After submission of Surplus Form PU19, Facilities will pick up the asset and forward the PU19 form to Financial Reporting. Financial Reporting will update the asset status in the Banner Fixed Asset Module to “S” (Surplus). Once this

process has been completed, the asset will be removed from the department's inventory report.

- Disposals:
    - Ensure assets are not sold or donated because departments are not authorized to do so.
      - Note: This activity is only conducted by authorized Facilities Management personnel through the surplus operation.
    - Notify Financial Reporting when an asset's status would be changed to disposed due to the following:
      - a. **Trade-Ins** - Departments may use like equipment as trade-ins. Trade-ins occur, when an item is returned to the vendor and a new item is shipped to the University as a replacement. For example, an old equipment item may be traded in for new equipment having a similar use. In these instances, the old item would be disposed in the Banner Fixed Asset Module, and the new item will be tagged and properly entered into the system. The Department of Procurement and Contracts and Financial Reporting must receive from the Equipment Liaison proper documentation supporting the trade-in as well as the asset ID, serial number, manufacturer, and model of the equipment being traded in when action is being taken.
      - b. **Loss or theft** - All property lost or stolen must be reported immediately to the University Police. Also, Risk Management must be notified for insurance purposes and Financial Reporting must be notified to update the asset status in the Banner Fixed Asset Module.
      - c. **Cannibalization** - Assets that are broken or non-functional and not cost beneficial to repair may be cannibalized for parts for the purpose of repairing like assets. The asset ID, serial number, manufacturer, and model of the asset along with sufficient supporting documentation of the cannibalization must be provided to Financial Reporting.
      - d. **Return to Vendor** - Assets may be returned to the vendor for a refund. The Equipment Liaison must notify Financial Reporting when the asset is being returned to allow for the removal of the asset from the department's inventory listing. The asset ID, serial number, manufacturer, and model of the asset along with sufficient supporting documentation of the return must be provided to Financial Reporting.
10. Assist Financial Reporting in conducting an inventory of assets. The Equipment Liaison is responsible for aspects of the inventory process as defined below.

**Responsibilities of the Equipment Liaison for physical inventories:**

1. Assist Financial Reporting in scheduling an agreeable date and time to conduct the physical inventory. Please note that Financial Reporting will try to accommodate the department by conducting the physical inventory at a convenient time for both parties.
2. Review inventory reports provided by Financial Reporting before the scheduled physical inventory date.
3. Accompany Financial Reporting throughout the physical inventory process to include:
  - a. Notifying the entire department of the physical inventory date.
  - b. Scheduling times with other employees within the department who may need to assist with the physical inventory.
  - c. Reviewing all department locations before the actual physical inventory date to ensure that all assets can be verified easily.

- d. Acquiring any necessary keys or access codes for secure rooms containing assets.
  - e. Ensuring all laptops, tablets or other portable assets assigned to individuals, are made available during the scheduled physical inventory.
  - f. Whenever practical, having assets located where they are easily visible.
4. Provide documentation (e.g. surplus forms, department equipment change forms, etc.) needed to support changes to the inventory records.
5. Inform Financial Reporting of any assets received but not yet tagged. Identify any assets that are personally owned by employees in the department that is observed during the physical inventory process for ownership clarification.
6. Sign the Physical Inventory Certification form at the conclusion of the physical inventory along with the Financial Reporting staff. (Exhibits 3.1 and 3.2)
7. Provide supporting documentation of the status and/or location of missing assets to Financial Reporting within two weeks of receipt of the missing asset listing provided after completion of the physical inventory. The missing asset listing will be provided along with a memo from Financial Reporting as shown in Exhibit 4.1.
  - a. If the Equipment Liaison is unable to determine the asset's status and/or location, the asset(s) will be updated in the Banner Fixed Asset Module to a Missing (M) status. The Equipment Liaison is responsible for continuing to investigate the status and location of these assets. The Equipment Liaison must provide a response annually to Financial Reporting of the status of the missing assets and efforts taken to locate these items. Financial Reporting will provide a missing asset listing along with an annual notification memo as shown in Exhibit 4.2 and a response is requested within two weeks from receipt of the memo.
  - b. Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. The Equipment Liaison and Dean/Director/Department Head will provide a written response to Financial Reporting of the department's plan to replace the asset including a description of the replacement asset to be purchased, expected cost, and anticipated purchase date within three weeks of receiving the missing asset listing. (Exhibit 4.4)
  - c. For asset(s) that remain missing during the next physical inventory, the Dean/Director/Department Head may request the removal of the asset(s) from the inventory listing which will result in changing the status of the asset to Disposed (D) in the Banner Fixed Asset Module. The request will be completed through the procedures as outlined in a memo from Financial Reporting shown in Exhibit 4.6. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard assets and has exercised poor asset control, more frequent asset physical inventories will be required and the applicable Division Head will be notified.
8. Review the updated inventory listing and results of the physical inventory as summarized in a memo from Financial Reporting (Exhibits 4.3, 4.4, or 4.5). The Equipment Liaison will sign the Certification Statement along with the applicable Dean/Director/Department Head and return the signed statement to Financial Reporting within two weeks of the receipt of the memo.
9. As a best practice, the Equipment Liaison should conduct an independent annual physical inventory of his/her department. The Equipment Liaison should contact Financial Reporting for an updated inventory report prior to conducting the physical inventory and promptly report any changes or discrepancies to Financial Reporting at the conclusion of his/her independent inventory.

All assets should be handled using the same asset tracking guidelines, however, only tagged assets will be tracked and monitored through the physical inventory process. A physical inventory of tagged assets is required at least once every two years in order to properly safeguard assets and maintain fiscal accountability ([Physical Inventory Policy](#)). Recommendations for tracking non-tagged assets are included below:

**Recommendations for Tracking Non-Tagged Assets:**

1. Identify asset purchases that are critical to the mission of your department, used by students, or susceptible to theft.
2. Record asset details as soon as the asset arrives in your department including asset description, date purchased, and location.
3. Develop internal safeguarding and monitoring procedures that will ensure misuse and neglect do not occur.
4. Conduct yearly departmental inventories in order to determine location and condition of the asset including asking custodians of moveable assets to make the assets available for verification.
5. Remind employees of the best practices for handling all University asset purchases.

Contact Financial Reporting for guidance on any issues you may have in regards to how best safeguard an asset.

## **Dean/Director/Department Head Responsibilities**

The Deans/Director/Department Heads involvement is critical to ensure proper oversight and attention is given to the critical nature of properly procuring, safeguarding, maintaining, and tracking University assets.

**Responsibilities of Deans/Directors/Department Heads:**

1. Ensure an Equipment Liaison is assigned to the department and any changes in assignment are communicated timely to Financial Reporting through a “Department Equipment Liaison Assignment Form.” (Exhibit 4.0). If an Equipment Liaison is transferring to a different department or leaving the University, Financial Reporting must be notified as soon as possible. A Department Equipment Liaison form will be sent to the Dean, Director, or Department Head in order to identify a new Equipment Liaison.

**Responsibilities of Deans/Directors/Department Heads for physical inventories:**

1. Review the updated listing and results of the physical inventory as summarized in a memo from Financial Reporting. The Dean/Director/Department Head is responsible for signing the Certification Statement along with the Equipment Liaison and returning the signed statement to Financial Reporting within two weeks of receiving the listing. (Exhibits 4.3, 4.4, or 4.5)
2. Ensure any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old are replaced with departmental funds. Work with the Equipment Liaison to provide a written response to Financial Reporting of the department’s plan to replace the asset including a description of the replacement asset to be purchased, expected cost, and anticipated purchase date within three weeks of receiving the missing asset listing (Exhibit 4.4).
3. Ensure follow up investigations on missing assets are being completed annually by the Equipment Liaison upon receipt of the “Annual Notification of Missing Assets” from Financial Reporting as shown in Exhibit 4.2.

4. Review the listing of missing assets for two consecutive physical inventory cycles as provided by Financial Reporting with the Equipment Liaison and indicate which assets to remove from the inventory listing. The signed Certification Statement and status changes must be returned to Financial Reporting within three weeks of receiving the listing (Exhibit 4.6).
  - a. Assets removed from the listing will result in changing the assets' status to Disposed (D) in the Banner Fixed Asset Module. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard assets and has exercised poor asset control, more frequent asset physical inventories will be required and the applicable Division Head will be notified.

## **Financial Reporting Responsibilities**

The Office of Financial Reporting is responsible for maintaining and managing the University's official fixed asset system which includes land, buildings, improvements, equipment, and intangibles. Financial Reporting strives to ensure the University's assets are properly acquired, safeguarded, controlled, recorded, and disposed in accordance with state and federal regulations, audit requirements, and applicable accounting pronouncements. Financial Reporting works in close coordination with all University departments to identify and tag assets as acquired. Ongoing inventories are conducted of the University's tagged assets to meet state and federal regulations.

### **Responsibilities of Financial Reporting:**

1. Ensure an Equipment Liaison is assigned to every organization code responsible for capitalized or controlled assets
2. Ensure timely and accurate data is maintained in the Banner Fixed Asset module:
  - a. Record acquisitions and disposals
  - b. Monitor ETF assets
  - c. Process the Department Equipment Change Form, for transferred items, in the Banner Fixed Asset Module by changing the organization code (department), location, and custodian as necessary upon verification of the receiving department.
  - d. Process the Surplus Form PU19.
3. Ensure capitalized and controlled assets are properly tagged:
  - a. Contact Equipment Liaisons when such assets are received in the warehouse in the David E. Armstrong Complex to schedule tagging of the assets.
  - b. Be cognizant of the tag location to ensure it does not interfere with the appearance of the asset, but that it can be quickly located for verification purposes.

### **Responsibilities of Financial Reporting for physical inventories:**

1. Schedule a meeting with the Equipment Liaison to conduct the physical inventory.
2. Observe all departmental rules and regulations, especially pertaining to safety of personnel and assets.
3. Carefully walk through each area looking for capitalized and controlled assets. Review tags and verify or correct information relating to the asset (e.g. location, custodian).
4. For assets that appear to meet the capitalized or controlled requirements and does not have a tag, review asset listings for assets that match that description to determine if the item is included. After investigation, retag or issue a new tag, as appropriate.
5. Verify the status of all assets on the inventory listing that have been documented as Active (A), Missing (M), or Surplus (S).

6. Once all locations for the department are visited, collect and process surplus forms, documentation for trade-ins, and all other paperwork that supports status changes.
7. Sign the Physical Inventory Certification form at the conclusion of the physical inventory along with the Equipment Liaison. (Exhibits 3.1 and 3.2)
8. Provide updated listing with summary of physical inventory results to the Equipment Liaison and Dean/Director/Department Head to be reviewed, signed, and returned upon completion of the physical inventory. Follow up if assets are considered missing as a result of the physical inventory. (Exhibits 4.1 and 4.3, 4.4, or 4.5)
9. Send reminders for a follow-up meeting two weeks after sending the missing list.
10. Provide annual notification of missing assets memo to departments as shown in Exhibit 4.2.
11. Provide listing of assets missing for two consecutive physical inventory counts for request to remove missing assets to the Equipment Liaison and Dean/Director/Department Head. (Exhibit 4.6)
12. Monitor departments missing asset lists and frequency of missing items changed to Disposed (D) for poor asset control, which could result in more frequent physical inventories and notification to the appropriate Division Head.
13. Be available for follow up visits and to assist the Equipment Liaison as requested.

### **Contact Information for Financial Reporting**

Beth Ratcliffe – Manager, Financial Reporting  
Email: [eratcliffe@radford.edu](mailto:eratcliffe@radford.edu)  
Phone: (540) 831-5942

Mike Long – Fixed Assets Senior Accountant  
Email: [mlong18@radford.edu](mailto:mlong18@radford.edu)  
Phone: (540) 831-5592

Tagging inquiries:  
Sandy Reed – Fixed Asset Technician  
Email: [sreed31@radford.edu](mailto:sreed31@radford.edu)  
Phone: (540) 831-7611

**Exhibits:**

Exhibit 1.1 Department Equipment Change Form Location

**RADFORD UNIVERSITY** RU Home Apply Support Radford MyRU RADFORD.EDU

# Financial Reporting/General Accounting

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Fixed Assets

## Fixed Assets

It is Radford University's inherent obligation to exercise appropriate stewardship and accountability for all assets regardless of the method of acquisition (purchase, lease, fabrication, donation via Radford University Foundation, etc.) or the source of funding (educational and general funds, sponsored programs, ETF, etc.). As a publicly funded institution, the University is accountable for all assets in its possession. The Office of Financial Reporting is responsible for maintaining and managing the University's official fixed asset system which includes land, buildings, improvements, equipment, and intangibles. Financial Reporting strives to ensure the University's assets are properly acquired, safeguarded, controlled, recorded, and disposed in accordance with state and federal regulations, audit requirements, and applicable accounting pronouncements. Financial Reporting works in close coordination with all University departments to identify and tag assets as acquired.

**What is required to be tagged?**

Capitalized assets (assets with an expected useful life of greater than one year and with a value or cost of \$5,000 or more at the date of acquisition) and controllable assets (Equipment Trust Fund (ETF) or certain other assets costing less than \$5,000 that the University has determined should be tracked and tagged similar to capitalized assets in order to maintain proper control and accountability (i.e. computers) must be tagged by Financial Reporting personnel, maintained in the Banner Fixed Asset module, and inventoried at least every two years.

**Important Information:**

- Physical Inventory Policy
- Physical Inventory Procedure
- Equipment Liaison Handbook
- Departmental Equipment Change Form
- Department Equipment Liaison Assignment Form

To surplus a fixed asset please complete a PU19 form found on the [Facilities Management](#) website.

Exhibit 1.2 Department Equipment Change Form

## Departmental Equipment Change Form

Your email

Name or Description of Item

RU Property Tag Number

Item Serial Number

Manufacturer

### Equipment Transfer

#### Previous Location

Department

Building

Room

#### Current Location

(Where equipment was transferred to)

Date of Transfer

Department

Building

Room

Other

Select one of the following

- Trade-In  
 Warranty Replacement  
 Stolen  
 Lost

If you selected trade-in, please complete the following:

List the PO Number Referencing Trade-In

Asset Tag # of Trade-In

Serial # of Trade-In

Date Trade-In Surrendered to Vendor

If you selected stolen, please complete the following:

Last Known Location

Date Stolen

Police Department & Police Report Number

If you selected warranty replacement, please complete the following:

Asset Tag # of Equipment Being Replaced

Date Surrendered to Vendor

Asset Tag # of Replacement Equipment

Serial # of Replacement Equipment

Date the Replacement was Received

If you selected lost, please complete the following:

Last Known Location

Date Item was Identified as Lost

Text

Text

Comments

Prepared By

Date

Captcha \*

Exhibit 2.1 Surplus Form PU19 Location

The screenshot shows the Radford University website's 'Facilities Maintenance and Operations' section. The top navigation bar includes 'RADFORD UNIVERSITY', 'RU Home', 'Apply', 'Support Radford', 'MyRU', and 'RADFORD.EDU'. The main header is 'Facilities Maintenance and Operations' with a search bar. Below the header is a menu with 'Home', 'Administrative Services', 'Building Services', 'Housekeeping Services', 'Landscape Services', 'Surplus', and 'Forms'. The 'Surplus' page is active, displaying 'Surplus Property and Warehouse Services' and a 'SURPLUS DEFINITION' box. A blue arrow on the left points to the 'Surplus Form PU19' link in the sidebar.

Exhibit 2.2 Surplus Form PU19

The screenshot shows the 'Surplus Form PU19' on the Radford University website. The form includes fields for 'Department', 'Name of article or material', 'Quantity', 'Manufacturer', 'Model number', 'Serial number', 'RU property ID number', and 'Condition of item(s)'. It also has a section for 'Present location of surplus equipment' with fields for 'Building', 'Room', 'Contact person', and 'Contact telephone number'. At the bottom, there is a 'Name of approving dean or director' field, a 'Captcha' field with the code '1e683', and a 'Submit' button. A blue arrow points to the 'Submit' button.

**Exhibit 3.1**

**Radford University  
Fixed Asset Inventory by Organization**

20103      Fin Reporting/Gen Accounting

Asset ID	Asset Description	Serial Number	MFG	Model	Acquired Date	Acquired Value w attachments	Building Description	Location Code	Custodian ID	Inv Date	Current Status	Status
17425	Desktop	LKPLDNG	Lenovo	M57	05/20/2008	835.00	DAVIS HALL	DA145		02/18/2013	A	
17502	Desktop	LKPLDPC	Lenovo	M57	05/20/2008	835.00	DAVIS HALL	DA145		02/18/2013	A	
18957	Laptop	R850VAF	LENOVO	T410	06/17/2010	1,180.00	D.E. ARMSTRONG COMPLEX	DE250	Sandra R. Beland	05/11/2011	A	
19078	Desktop	MJKA52	LENOVO	M90	06/17/2010	785.00	DAVIS HALL	DA148	Sarah Linderwood	02/18/2013	A	
19084	Desktop	MJK807	LENOVO	M90	06/17/2010	785.00	DAVIS HALL	DA132	Susan H. Duncan	02/18/2013	A	
19244	Desktop	MJKEZ08	LENOVO	M90	06/17/2010	785.00	DAVIS HALL	DA133	Suzanne L. Biedsoe	02/18/2013	A	
19258	Desktop	MJKEZ10	LENOVO	M90	06/17/2010	785.00	DAVIS HALL	DA132		02/18/2013	A	
19302	Laptop	R850VKW	LENOVO	T410	06/17/2010	1,180.00	DAVIS HALL	DA147	Elizabeth H. Ratcliffe	05/03/2013	A	
20837	Laptop	FBFGNC2	Lenovo	1420 4356ZLV	05/24/2012	1,510.00	DAVIS HALL	DA136	Patricia L. Wood	05/18/2012	A	
21189	Desktop	MJ00878	Lenovo	M92	02/18/2013	815.00	D.E. ARMSTRONG COMPLEX	DE233		02/01/2013	A	
10	Count by Organization					\$9,495.00	Total Purchase Amount by Organization					

mlong16      1      Mar 14, 2014 9:58:27 AM  
Fixed Asset Inventory by Organization

**Exhibit 3.2**

Dept:  
Equipment Liaison:  
Org. Code:

**Physical Inventory Certification**

The individuals below certify that a thorough PHYSICAL INVENTORY of tagged assets, of the above named department, has been completed. We further certify that the Inventory Report includes active items that are still needed and actively being used. Any items unable to be located will be followed up on accordingly and subsequently investigated by the equipment liaison.

\_\_\_\_\_  
**Signature, Financial Reporting Inventory Conductor**      **Date**

\_\_\_\_\_  
**Signature, Department Equipment Liaison**      **Date**

Exhibit 4.0 – Department Equipment Liaison Assignment Form

**Department Equipment Liaison Assignment**

Designation and Responsibilities of Equipment Liaisons

To: Equipment Liaison, \_\_\_\_\_  
(Name and Department/Organization Code)

From: Mike Long, Fixed Asset Senior Accountant, Radford University

You have been named the Equipment Liaison for your department and are assigned the following responsibilities outlined below. Accurate recording and tracking of all assets with a value of or cost of \$5,000 or more, equipment purchased through the Equipment Trust Fund, or certain other assets costing less than \$5,000 that the University has determined should be tracked and tagged (e.g. computers) is very important in order to comply with State and University policies.

You, as Equipment Liaison, are responsible for:

- Reviewing and obtaining a thorough understanding of your responsibilities as Equipment Liaison as outlined in the Equipment Liaison Handbook located on the Financial Reporting website;
- Day to day coordination of the equipment held in your department, to include equipment that may be borrowed by faculty and students;
- Ensure equipment is adequately safeguarded and controlled and encourage others to practice internal controls in order to prevent loss;
- Maintenance of departmental equipment records to include specific location of equipment;
- Assurance that appropriate and timely notification is made to Financial Reporting of all equipment transactions, including but not limited to acquisition of new equipment, moving equipment to a new location within the department, transferring equipment to another department, another agency or to surplus;
- Reporting missing or stolen equipment to Campus Police, Financial Reporting, and Risk Management and cooperate in filing insurance claims;
- Facilitate physical inventory process with Financial Reporting by the required deadline to remain in compliance with the University Physical Inventory Policy;
- Interaction with auditors when inventory reviews are being performed;
- Attending trainings related to the responsibilities and duties of the Equipment Liaison role;
- Notification to Financial Reporting if another individual within your department must assume the Equipment Liaison assignment;

Please note, as purchases are made it is your inherent obligation to exercise appropriate stewardship and accountability for all equipment regardless of the method of acquisition, the source of funding, or dollar value. As a publicly funded institution, the University is accountable for all equipment in its possession. Therefore, it is imperative that all departments exercise appropriate measures for safeguarding and controlling of all equipment.

Your signature below certifies that you understand, and accept your responsibilities as the Equipment Liaison as outlined above and as included in the Equipment Liaison Handbook.

\_\_\_\_\_  
Equipment Liaison Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Equipment Liaison Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Dean, Director, Department Head Signature

\_\_\_\_\_  
Date

Please return this assignment form to Mike Long, Financial Reporting - Box 6921. Retain a copy of this assignment form for your records.

Exhibit 4.1 – Request for Response on Missing Assets

*Financial Reporting Office*

**MEMORANDUM**

**TO:** Equipment Liaison

**FROM:** Mike Long, Fixed Asset Senior Accountant  
|

**DATE:**

**SUBJECT:** Request for Response on Missing Assets

**RU**  
RADFORD  
UNIVERSITY  
P.O Box 6921  
Radford, VA 24142  
(540) 831-5592  
(540) 831-5402 FAX

[www.radford.edu](http://www.radford.edu)

The Financial Reporting staff conducted a physical inventory of the equipment for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. During this physical verification, the attached list of assets was not located.

The Equipment Liaison's responsibilities include providing supporting documentation of the status and/or location of missing assets to Financial Reporting **within two weeks of the date of this memo**. If the Equipment Liaison is unable to determine the fixed asset's status and/or location, the asset(s) will be updated in the Banner Fixed Asset Module to a Missing (M) status. Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. Please note that Financial Reporting will monitor fixed asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard equipment and has exercised poor asset control, more frequent fixed asset physical inventories will be required and the applicable Vice President will be notified.

Please provide a written response as well as documentation supporting the status and/or location of those assets noted as missing during your most recent physical inventory within **two weeks** of receipt of this memo.

If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

Exhibit 4.2 – Annual Notification of Missing Fixed Assets

*Financial Reporting Office*

**MEMORANDUM**

**TO:** Dean/Director/Department Head

**CC:** Equipment Liaison

**FROM:** Mike Long, Fixed Asset Senior Accountant

**DATE:**

**SUBJECT:** Annual Notification of Missing Assets

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The Financial Reporting staff conducted a physical inventory of the equipment for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. Assets that were not located during this inventory were investigated by the above mentioned Equipment Liaison. Those in which the asset's status and/or location could not be determined within two weeks of the receipt of the missing asset listing provided after completion of the physical inventory were placed on the missing asset list. Attached is the listing of all missing assets assigned to your department.

This notification serves as a reminder to continue investigating the status and/or location of missing assets. Please provide a written response as well as documentation supporting the status and/or location of those assets noted as missing on the attached list **within two weeks** from the receipt of this memo.

Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard equipment and has exercised poor asset control, more frequent asset physical inventories will be required and the applicable Vice President will be notified.

If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

Exhibit 4.3 – Results of Physical Inventory

*Financial Reporting Office*

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**MEMORANDUM**

**TO:** Dean/Director/Department Head  
**CC:** Equipment Liaison  
**FROM:** Mike Long, Fixed Asset Senior Accountant  
**DATE:**  
**SUBJECT:** Results of Physical Inventory

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With the assistance of the Equipment Liaison, the Financial Reporting staff conducted a physical inventory of the equipment for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. An updated equipment inventory listing reflecting the results of the inventory is attached for your records.

If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

Please review the attached listing and sign the certification statement and return it to Financial Reporting for recordkeeping purposes **within two weeks** of receipt of this memo.

**Certification Statement:**

I certify the attached inventory reports provided by Financial Reporting accurately reflects the results of the equipment inventory conducted on \_\_\_\_\_. I understand and accept my responsibility to ensure the proper safeguarding, care, maintenance, and control of the equipment assigned to my department in accordance with University policy.

Equipment Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit 4.4 – Results of Physical Inventory and ETF Missing Item(s)

*Financial Reporting Office*

**MEMORANDUM**

**TO:** Dean/Director/Department Head

**CC:** Equipment Liaison

**FROM:** Mike Long, Fixed Asset Senior Accountant

**DATE:**

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**SUBJECT:** Results of Physical Inventory and ETF Missing Item(s)

|

With the assistance of the Equipment Liaison, the Financial Reporting staff conducted a physical inventory of the equipment for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. During this physical verification, asset(s) were not located. The abovementioned Equipment Liaison was given two weeks to investigate the status and/or location of the missing assets and provide a response to Financial Reporting. A follow up memo addressing the Equipment Liaison's attempts to locate the missing assets was received by Financial Reporting on \_\_\_\_\_. An updated equipment inventory listing reflecting the results of the inventory is attached for your records.

**Note:** The missing assets highlighted in red on the attached listing were originally purchased through the Equipment Trust Fund. In accordance with the University's physical inventory policy and procedures, all missing ETF equipment less than five years old must be replaced with departmental funds. As a result, your department is required to replace the ETF asset listed below by purchasing a similar asset of comparable cost. Please provide a written response **within three weeks** of receipt of this memo describing the similar asset to be purchased, expected cost, and anticipated purchase date. Once Financial Reporting has approved the replacement equipment, the PR number will need to be provided to Financial Reporting upon ordering the asset.

Please note the following reference from the University's Equipment Liaison Handbook as it relates to the Equipment Liaison and Dean/Director/Department Head's responsibilities:

*The Equipment Liaison is required to provide supporting documentation of the status and/or location of missing assets to Financial Reporting within two weeks of the receipt of the missing asset listing provided after completion of the physical inventory. If the Equipment Liaison is unable to determine the asset's status and/or location, the asset(s) will be updated in the Banner Fixed Asset Module to a Missing (M) status. For asset(s) that remain missing during the next physical inventory, the Dean/Director/Department Head may request the removal of the asset(s) from the inventory listing which will result in changing the status of the asset to Disposed (D) in the Banner Fixed Asset Module. Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard assets and has exercised poor asset control, more frequent asset physical inventories will be required and the applicable Division Head will be notified.*

If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

Please review the attached listing and sign the certification statement and return it to Financial Reporting for recordkeeping purposes **within two weeks** of receipt of this memo.

**Certification Statement:**

I certify the attached inventory reports provided by Financial Reporting accurately reflects the results of the inventory conducted on \_\_\_\_\_. I understand and accept my responsibility to ensure the proper safeguarding, care, maintenance, and control of the equipment assigned to my department in accordance with University policy.

Equipment Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit 4.5 – Results of Physical Inventory with Missing Assets

*Financial Reporting Office*

**MEMORANDUM**

**TO:** Dean/Director/Department Head

**CC:** Equipment Liaison

**FROM:** Mike Long, Fixed Asset Senior Accountant

**DATE:**

**SUBJECT:** Results of Physical Inventory

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With the assistance of the Equipment Liaison, the Financial Reporting staff conducted a physical inventory of assets for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. During this physical verification, asset(s) were not located. The abovementioned Equipment Liaison was given two weeks to investigate the status and/or location of the missing assets and provide a response to Financial Reporting. A follow up memo addressing the Equipment Liaison's attempts to locate the missing assets was received by Financial Reporting on \_\_\_\_\_. An updated listing reflecting the results of the inventory is attached for your records.

Please note the following reference from the University's Equipment Liaison Handbook as it relates to the Equipment Liaison and Dean/Director/Department Head's responsibilities:

*The Equipment Liaison is required to provide supporting documentation of the status and/or location of missing assets to Financial Reporting within two weeks of the receipt of the missing asset listing provided after completion of the physical inventory. If the Equipment Liaison is unable to determine the asset's status and/or location, the asset(s) will be updated in the Banner Fixed Asset Module to a Missing (M) status. For asset(s) that remain missing during the next physical inventory, the Dean/Director/Department Head may request the removal of the asset(s) from the inventory listing which will result in changing the status of the asset to Disposed (D) in the Banner Fixed Asset Module. Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard assets and has exercised poor asset control, more frequent asset physical inventories will be required and the applicable Division Head will be notified.*

If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

Please review the attached listing and sign the certification statement and return it to Financial Reporting for recordkeeping purposes **within two weeks** of receipt of this memo.

**Certification Statement:**

I certify the attached inventory reports provided by Financial Reporting accurately reflects the results of the equipment inventory conducted on \_\_\_\_\_. I understand and accept my responsibility to ensure the proper safeguarding, care, maintenance, and control of the equipment assigned to my department in accordance with University policy.

Equipment Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit 4.6 – Request to Remove Missing Assets from Inventory

*Financial Reporting Office*

**MEMORANDUM**

**TO:** Dean/Director/Department Head

**CC:** Equipment Liaison

**FROM:** Mike Long, Fixed Asset Senior Accountant

**DATE:**

**SUBJECT:** Request to Remove Missing Assets from Inventory

The Financial Reporting staff conducted a physical inventory of assets for \_\_\_\_\_ (Organization code(s) \_\_\_\_\_) on \_\_\_\_\_. During this physical inventory, assets were not located. The abovementioned Equipment Liaison was given **two weeks** to investigate the status and/or location of the missing assets and provide a response to Financial Reporting.

The attached report reflects assets that have been missing for two or more consecutive inventory cycle counts. Please review the attached listing and consult the Equipment Liaison with any questions. Please communicate to Financial Reporting any discrepancies including assets in which the location is known or those that have appropriate documentation to support being surplused or disposed. If you are in agreement with the report of assets missing for two or more consecutive inventory cycle counts, and do not feel the assets can be located, please check beside the asset to be disposed and sign the certification below the listing and return this listing to Financial Reporting **within three weeks** of receipt of this email.

Please note the following reference from the University's Equipment Liaison Handbook as it relates to the Equipment Liaison and Dean/Director/Department Head's responsibilities:

*The Equipment Liaison is required to provide supporting documentation of the status and/or location of missing assets to Financial Reporting within two weeks of the receipt of the missing asset listing provided after completion of the physical inventory. If the Equipment Liaison is unable to determine the asset's status and/or location, the asset(s) will be updated in the Banner Fixed Asset Module to a Missing (M) status. For asset(s) that remain missing during the next physical inventory, the Dean/Director/Department Head may request the removal of the asset(s) from the inventory listing which will result in changing the status of the asset to Disposed (D) in*

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*the Banner Fixed Asset Module. Any missing assets originally purchased through the Equipment Trust Fund program that are less than five years old must be replaced with departmental funds. Please note that Financial Reporting will monitor asset disposal requests and/or missing asset listings by department. If it is determined that a department has failed to properly safeguard assets and has exercised poor asset control, more frequent fixed asset physical inventories will be required and the applicable Division Head will be notified.*

The below certification statement should be signed on each attached report. If you have any questions, please contact Mike Long at extension 5592 or at [mlong18@radford.edu](mailto:mlong18@radford.edu).

**Certification Statement:**

I certify that the assets with a status of 'missing' on the attached report(s) are not in the departments' possession and documentation to support the assets potential surplus or disposal status cannot be located. I request that these assets be removed from the departments' inventory listings. Furthermore, I understand the responsibility to ensure the proper safeguarding, care, maintenance, and control of the equipment assigned to my departments in accordance with University policy.