INVENTORIAL ASSETS TRANSFER/RECYCLE POLICY

Policy Id:
Bus.010 - Inventorial Assets Transfer and Recycle Policy

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INVENTORIAL ASSETS TRANSFER/RECYCLE POLICY:

The Department of Property Management (Property Management) is responsible for the initial data entry and annual re-inventory of College Inventorial Assets into CUNY's centralized Fixed Asset System (INSITE).

The JJC Inventorial Assets Transfer/Recycle Form (Bus.010.1) was created to assist Property Management in keeping track of works of art, historical treasures, furniture and fixtures, vehicles, computer software, equipment/computer hardware, and sensitive equipment.

Property Management must be notified each time you want to move inventorial assets such as computers and artwork purchased at $1,000 or more and with a useful life of two or more years. These moves can be either to another room within a department; to another room outside of your department or if you just want it removed from your department. The same goes for inventorial assets such as furniture and equipment purchased at $5,000 or more. Property Management must also track equipment classified as "Sensitive". Sensitive equipment is defined as equipment with a cost of $500 to $999.99. Sensitive equipment includes laptop and desk top computers, printers, disk storage units, scanners, DVD players, DVD recorders, CD rewriters, external CD ROMs.

Instructions for the JJC Inventorial Assets Transfer/Recycle Form (Bus.010.1):

I. Inventorial Asset Transfers (Non-Computer or Non-Furniture)

The requesting department should complete the Section which corresponds to what they want to do. Complete Sections I, II, and III for INTRA-Departmental Transfers or Sections, I, II, and IV for INTER-Departmental Transfers. If there is more than 1 item that needs to be transferred or recycled/removed complete the JJC Inventorial Asset Transfer/Recycle Addendum Form (Bus.010.2) and attach to the JJC Inventorial Assets Transfer/Recycle Form. Send the original form(s) to Property Management (Room 606B, BMW Bldg.). A work order will be created by Property Management to move the specified items as requested. If it is an INTER-Departmental Transfer the transferring Department Chairman must acknowledge transfer with signature and the receiving Department Chairman must acknowledge acceptance of transfer with signature. The Department of Facilities Management (Facilities) personnel who moved the item(s) will forward the signed form to Property Management on completion of delivery so that the INSITE data can be updated.

A. Furniture Transfer - If transferring furniture, must complete section I, II (without Tag #), III (if INTRA-Departmental) and IV (if INTER-Departmental Transfer) and call the Space Planning and Design/Facility Coordinator at x1168 to make arrangements with the Space Planning and Design/Facility Coordinator to evaluate/inspect furniture transfer. Once the Space Planning and Design/Facility Coordinator approves the transfer he/she will contact Property Management to make arrangements for the transfer.

B. Computer Transfer - If transferring Computers, must complete section I, II, III (if INTRA--Department Transfer) and IV (if INTER-Departmental Transfer) and call Property Management to make arrangements for the transfer.
II. Non-Computer Inventorial Asset Recycle/Removal:

If you want to remove Non-Computer Inventorial Assets, must complete Section I (Recycle), II (be sure you complete the line that attests to the condition and usefulness of the equipment) and VII and forward to Property Management. If furniture, the Space Planning and Design/Facility Coordinator must evaluate and approve (Section V) before it is recycled/removed. Please empty and clean all drawers before furniture leaves your office/department.

III. Computer Hardware Recycle/Removal:

If you want to remove Computer Hardware, must complete Sections I, II, and VII and then call the DOIT Help Desk, ext. 8200, to schedule an appointment for DOIT to wipe (erase) and/or remove the hard drive. DOIT will then place a label on the computer indicating this has been completed and complete Section VI of the JJC Inventorial Assets Transfer/Recycle Form. DOIT will then contact Property Management to have the computer hardware removed from its location and to update the INCITE system.

If DOIT feels that the computer is still usable by the College, they will take the computer, complete the Transfer Form and send the original to Property Management.

Your cooperation is greatly appreciated. If you have any questions, please call Joe Bedford x8503 or Dan Dolan at x8900.