

Guidelines for Acquisition and Disposal of State Property

Equipment Guidelines

SUNY Delhi is required by the State Comptroller to maintain accountability for its equipment at all times. Equipment shall include but not limited to the following: Fleet Vehicles, buildings, maintenance and grounds equipment, farm and technology equipment, scientific and medical equipment, culinary and athletic equipment. This includes equipment purchase through the Research Foundation. If proper procedure is not followed it unnecessarily complicates the yearly equipment audit.

Asset Management > \$5,000.00

Equipment recorded in the Asset Management System will have an original cost of \$5,000.00 or more, and have a useful life expectancy of greater than one year. SUNY Delhi Property Control Coordinator is Donna Ackerman x4025, ackermde@delhi.edu.

Addition of New Equipment Inventory

When making equipment purchases of \$5,000 send a copy of the purchase requisition to Donna Ackerman ackermde@delhi.edu. It will be determined if the equipment meets the criteria for inclusion in the equipment inventory. If your new equipment has not been tagged with a SUNY decal within 30 days of receipt please contact Donna Ackerman x4025, or ackermde@delhi.edu.

Disposition/Surplus/Transfer of SUNY Delhi Assets

If this equipment is broken, no longer needed, traded in, damaged, stolen or moved to another area, it must be disposed/transferred/surplus by Property Control.

Fleet vehicles, grounds equipment, farm, scientific, medical, culinary, athletic (etc.) equipment;

- Shall be disposed/transferred/surplus through the Property Control Coordinator.
- Complete the Equipment Transfer/Disposal form **TD100** and forward it to;
Donna Ackerman ackermde@delhi.edu.

Computers, Printers, Projectors, Telephones, and similar equipment.

Contact the Help desk at x4835 or helpdesk@delhi.edu

Equipment < \$5000.00

Equipment that does not meet the above criteria is maintained by the Account Administrator of the department the equipment is located in. They shall determine if the property should be disposed of, transferred or surplus. At no time shall any faculty, or staff member, sell, donate, or remove any asset from the campus. Research Foundation property shall be disposed of through Carol Bishop (x4584). If you need the items removed from the area they are in, place a work order in the system for proper removal and storage. Do not place in hallways; this is a violation of fire code regulations.