Annual Inventories

A. The University is required by 'Board of Regents Policy to make a periodic count of all University equipment. The Department of Property Control is responsible for assuring compliance in this area.

B. Departmental Cooperation - In order to facilitate the counting procedure, and to keep disruption of departmental operations to a minimum, each department shall cooperate with the Property Control office in making the periodic count.

C. Shortages - It is the responsibility of each department head to reconcile the "short list" of all equipment not found during these periodic counts in a timely manner. Items of equipment that have not been found during periodic counts of University equipment for each inventory conducted within the yearly check must be located by the user department. Any equipment that cannot be located after an exhausted search must be listed on the official shortage listed by the department and written off as "Lost." The department head is responsible for a final accounting of items equipment not found on inventory.

Board of Regents Equipment Policy

Equipment Inventory

Title 4, Chapter I0, of the Board of Regents Handbook provides that equipment that is sensitive in nature or subject to theft, and which is valued below the amount required to be inventoried, must be separately tracked by each UCCSN institution. The policy further stipulates that the Chancellor shall provide a list of equipment.

Effective July 1, 2001, the following sensitive items or items subject to theft must be separately tracked by the responsible department of each NEVADA SYSTEM OF HIGHER EDUCATION (NSHE) if the items have regardless of value.

The following items must also be inventoried by the institution regardless of acquisition cost.
1. Firearms.
2. Computers: i.e. desktops, servers, laptops, and tablets.
3. Cell phones.
4. Drones.
Institutions that wish to inventory additional items within the aforementioned definition may do so at their discretion.

A. Equipment is anything tangible, other than real property, with a value equal to or more than an amount determined by the respective Property Control Department.

B. Each department has custodial responsibility for all equipment within its jurisdiction. Each department is also responsible for reporting all additions, deletions, and material changes in the condition of equipment within their unit, to the respective Property Control Department.

C. The respective Property Control Department, through its Fixed Assets Section, is responsible for maintaining and reporting records of equipment inventories. The Property Control Department is responsible for establishing and monitoring control procedures, ensuring that purchase acquisitions of inventorial equipment are properly recorded and recording equipment disposals.

D. Deans, directors, and department heads are responsible, within their area, for reconciling annual physical inventories with periodic or special Property Control Department reports. The accuracy of such reconciliations shall be documented by signed certification.

E. Loans of equipment to not-for-profit and non-political entities may be made if it is determined to be in the best interest of the institution and the public good. All loans must be documented in writing, including which entity is responsible for maintenance and approved by the president. Each president shall submit to the chancellor annually a list of loaned equipment.

F. All equipment located at off-campus sites and used for institutional programs must be inventoried and maintained in the same manner as equipment on campus. If the institution does not control the site, written agreements must be in place with the organization that owns or controls the site.
Disposal of Surplus Equipment

A. Departments having surplus equipment will notify their respective Surplus Department of transfer to the surplus of said equipment.

B. The Property Control and Surplus department will jointly arrive at a "fair market value" and establish a minimum acceptable bid for the equipment.

C. The surplus department will provide website access for surplus equipment which shall include a description of the equipment, a statement of its conditions.

Included in the notice will be listed only those items, which in the opinion of the Surplus department, are in good useable or economically repairable condition and in the best interest of the institution to retain for campus use.