

Effective: 7/1/2001


**PCS Manual Revision Notice**

Policy	Summary of Change
<a href="#">PCS 002</a> Property Control Organization Chart	<b>Revision of Policy</b> Revised to reflect changes in personnel and job titles
<a href="#">PCS 003</a> Property Control Directory	<b>Revision of Policy</b> Revised to update information
<a href="#">PCS 004</a> Definitions	<b>Revision of Policy</b> Revised to change “inventorial equipment” to “inventoriable equipment” and to update definitions for “capital equipment,” “capitalization,” and “fabricated equipment”
<a href="#">PCS 005</a> Table of Exhibits	<b>Revision of Policy</b> Revised to delete an exhibit
<a href="#">PCS 101</a> Capitalization of Property	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold and to change SPFM to ORSPA
<a href="#">PCS 201</a> Equipment Acquisition—General	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold
<a href="#">PCS 202</a> Purchased Equipment	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold and to change ORCA to ORSPA
<a href="#">PCS 203</a> Fabricated Equipment	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold and to change ORCA to ORSPA
<a href="#">PCS 205</a> Acquisition of Vehicles	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold
<a href="#">PCS 206</a> Acquisition of Gifts and Donations to the University	<b>Revision of Policy</b> Revised to change SPFM to ORSPA
<a href="#">PCS 211</a> Lease/Purchase Equipment	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold and to change a position title
<a href="#">PCS 215</a> Land/Building Purchase and New Building Construction	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold
<a href="#">PCS 216</a> Sensitive Property	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold
<a href="#">PCS 401</a> Identifying Purchased Equipment	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold
<a href="#">PCS 402</a> Identifying Fabricated Equipment	<b>Revision of Policy</b> Revised to reflect an increase in the capitalization threshold

<p><a href="#">PCS 404</a></p> <p>Identifying Vehicles</p>	<p><b>Revision of Policy</b></p> <p>Revised to reflect an increase in the capitalization threshold</p>
<p><a href="#">PCS 407</a></p> <p>Receiving Equipment from the State Surplus Program</p>	<p><b>Revision of Policy</b></p> <p>Revised to reflect an increase in the capitalization threshold</p>
<p><a href="#">PCS 601-01</a></p> <p>Identifying Inventoriable Equipment</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “inventorial equipment” to “inventoriable equipment”</p>
<p><a href="#">PCS 601-02</a></p> <p>Performing Physical Inventories</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “inventorial equipment” to “inventoriable equipment”</p>
<p><a href="#">PCS 602-01</a></p> <p>Unscheduled Inventories of Equipment</p>	<p><b>Revision of Policy</b></p> <p>Revised to reflect an increase in the capitalization threshold</p>
<p><a href="#">PCS 602-03</a></p> <p>Performing Periodic Physical Inventories for Sponsors</p>	<p><b>Revision of Policy</b></p> <p>Revised to change SPFM to ORSPA</p>
<p><a href="#">PCS 602-05</a></p> <p>Inventories under a New Department Head</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “inventorial equipment” to “inventoriable equipment”</p>
<p><a href="#">PCS 703</a></p> <p>Records Storage and Destruction</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the generic records retention and disposition schedule (RRDS) for student records, to replace PCS 703A with a link to the generic RRDS, and to edit the procedures</p>
<p><a href="#">PCS 1102</a></p> <p>Stolen Sponsor-Owned Equipment</p>	<p><b>Revision of Policy</b></p> <p>Revised to change SPFM to ORSPA</p>
<p><a href="#">PCS 1201</a></p> <p>Reporting Schedule for Government-Owned Property</p>	<p><b>Revision of Policy</b></p> <p>Revised to reflect an increase in the capitalization threshold</p>