

Effective: 3/1/2004

ASU PCS Manual Revision Notice

Policy	Summary of Change
<p><u>PCS 001</u> Introduction</p>	<p>Revision of Policy Revised to clarify Property Control’s responsibilities</p>
<p><u>PCS 004</u> Definitions</p>	<p>Revision of Policy Revised to update the definition of “Loaned Equipment”</p>
<p><u>PCS 101</u> Capitalization of Property</p>	<p>Revision of Policy Revised to delete the note stating that improvements totaling \$10,000 or more must be installed by an outside vendor</p>
<p><u>PCS 201</u> Equipment Acquisition— General</p>	<p>Revision of Policy Revised to update the language</p>
<p><u>PCS 202</u> Purchased Equipment</p>	<p>Revision of Policy Revised to raise the upper limit to \$20,000 in “Equipment Costing More than \$5,000 and Less than or Equal to \$10,000”</p>
<p><u>PCS 205</u> Acquisition of Vehicles</p>	<p>Revision of Policy Revised to update the language, cross-references, and “Facilities Planning and Management” to “Facilities Management”</p>
<p><u>PCS 208</u> Acquisition of Equipment from the State Surplus Program</p>	<p>Revision of Policy Revised to update the language and to clarify that the Surplus Property Management Office mentioned under “Specific Equipment Needs” is part of the Arizona Department of Administration</p>

<p><u>PCS 211</u></p> <p>Lease/Purchase Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>
<p><u>PCS 216</u></p> <p>Sensitive Property</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Environmental Health,” to add an e-mail address, and to state that noncapital property tags are available at Property Control and that departments may use the Property Control Web site to add noncapital property to the database</p>
<p><u>PCS 401</u></p> <p>Identifying Purchased Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the language and “Risk Management” to “Insurance Services,” to add an e-mail address, and to state that noncapital property tags are available at Property Control and that departments may use the Property Control Web site to add noncapital property to the database</p>
<p><u>PCS 402</u></p> <p>Identifying Fabricated Equipment</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Insurance Services,” to add an e-mail address, and to state that noncapital property tags are available at Property Control and that departments may use the Property Control Web site to add noncapital property to the database</p>
<p><u>PCS 404</u></p> <p>Identifying Vehicles</p>	<p>Revision of Policy</p> <p>Revised to update cross-references, “Risk Management” to “Insurance Services,” and “Facilities Planning and Management” to “Facilities Management,” to add an e-mail address, and to state that noncapital property tags are available at Property Control and that departments may use the Property Control Web site to add noncapital property to the database</p>
<p><u>PCS 406</u></p> <p>Transferring Equipment to ASU</p>	<p>Revision of Policy</p> <p>Revised to clarify that Step 2 of the Procedure table applies when equipment does not pertain to a sponsored grant or contract</p>
<p><u>PCS 407</u></p> <p>Receiving Equipment from the State Surplus Program</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Insurance Services” and \$2,000 to \$5,000 as the amount below which Property Control</p>

	<p>does not identify or tag equipment, to add an e-mail address, and to state that noncapital property tags are available at Property Control and that departments may use the Property Control Web site to add noncapital property to the database</p>
<p><u>PCS 408</u> Receiving Lease/Purchase Equipment</p>	<p>Revision of Policy Revised to delete the procedure for a lease/purchase longer than 12 months</p>
<p><u>PCS 501</u> Relocating Equipment within a Department</p>	<p>Revision of Policy Revised to update cross-references and “Facilities Planning and Management” to “Facilities Management,” to add an e-mail address, and to provide the option of an online PRA form</p>
<p><u>PCS 502</u> Transferring Equipment between Departments at Zero Cost</p>	<p>Revision of Policy Revised to update cross-references and “Facilities Planning and Management” to “Facilities Management,” to add an e-mail address, and to provide the option of an online PRA form</p>
<p><u>PCS 505</u> Off-Campus Use of Equipment</p>	<p>Revision of Policy Revised to update the language</p>
<p><u>PCS 601-02</u> Performing Physical Inventories</p>	<p>Revision of Policy Revised to update the language and to state that an asset is reviewed for disposition after being designated as missing for four years</p>
<p><u>PCS 601-04</u> Retiring Missing Assets</p>	<p>Revision of Policy Revised to update “Property Control’s Web Report” to “Property Control’s Web Reports” and to state that missing assets are reviewed for disposition after four years of bar-code scanning</p>
<p><u>PCS 602-05</u> Inventories under a New Department Head</p>	<p>Revision of Policy Revised to update the language and to state that equipment will remain in MIS for four years before being reviewed for final disposition</p>

<p><u>PCS 703</u></p> <p>Records Storage and Destruction</p>	<p>Revision of Policy</p> <p>Revised to update an e-mail address</p>
<p><u>PCS 901</u></p> <p>Dispersal of Idle/Surplus Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>
<p><u>PCS 1002-01</u></p> <p>Surplus Property and Recycling—General</p>	<p>Revision of Policy</p> <p>Revised to update cross-references, the language, “Facilities Planning and Management” to “Facilities Management,” and the “Surplus Property and Recycling Sales Rebate Schedule;” to add an internal link and a section on donations by Surplus Property; to clarify that credit/debit cards are not accepted for purchase of bid items; and to state that once property is received at Surplus Property, it becomes the property of Surplus Property and that some items, at the discretion of the Surplus Property and Recycling manager, may not be held for the typical 15-day period</p>
<p><u>PCS 1002-02</u></p> <p>Disposal of Equipment to Surplus Property and Recycling</p>	<p>Revision of Policy</p> <p>Revised to update cross-references, “Facilities Planning and Management” to “Facilities Management,” and the “Surplus Property and Recycling Sales Rebate Schedule”</p>
<p><u>PCS 1002-03</u></p> <p>Redistribution of Equipment to University Departments</p>	<p>Revision of Policy</p> <p>Revised to update cross-references and “Facilities Planning and Management” to “Facilities Management” and to state that once property is received at Surplus Property, it becomes the property of Surplus Property and that some items, at the discretion of the Surplus Property and Recycling manager, may not be held for the typical 15-day period</p>
<p><u>PCS 1002-04</u></p> <p>Spot Sales and Scrap Sales</p>	<p>Revision of Policy</p> <p>Revised to update “Risk Management” to “Environmental Health;” to delete a note about abandoned property being discounted 50 percent; and to state that once property is received at Surplus Property, it becomes the property of Surplus Property and that some items, at the discretion of the Surplus Property and Recycling manager, may not be held for the typical 15-day period</p>

<p><u>PCS 1002-06</u></p> <p>University Employee Purchases</p>	<p>Revision of Policy</p> <p>Revised to state that once property is received at Surplus Property, it becomes the property of Surplus Property and that some items, at the discretion of the Surplus Property and Recycling manager, may not be held for the typical 15-day period</p>
<p><u>PCS 1002-09</u></p> <p>Off-Site Surplus Property Sealed Bid Sales</p>	<p>Revision of Policy</p> <p>Revised to state that successful bidders have two working days to pay for property and to clarify that credit/debit cards are not accepted for purchase of bid items</p>
<p><u>PCS 1004-01</u></p> <p>State/Local-Funded Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the procedure table to involve Surplus Property</p>
<p><u>PCS 1005</u></p> <p>Disposal of Cannibalized Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the procedure table to involve Surplus Property and to state that permission for department personnel to cannibalize capital equipment originally purchased on a grant or contract must be obtained by the grantor and that any parts or items left over from cannibalization must be forwarded to Surplus Property</p>
<p><u>PCS 1006</u></p> <p>Trade-In of Equipment</p>	<p>Revision of Policy</p> <p>Revised to clarify that PRA forms are available in Property Control</p>
<p><u>PCS 1007</u></p> <p>Return of Equipment Loaned to ASU</p>	<p>Revision of Policy</p> <p>Revised to clarify that PRA forms are available in Property Control</p>
<p><u>PCS 1201</u></p> <p>Reporting Schedule for Government-Owned Property</p>	<p>Revision of Policy</p> <p>Revised to update the \$2,000 threshold amount to \$5,000 in the “Government Inventory Schedule”</p>
<p>PCS 215, 1002-07, 1008</p>	<p>Revision of Policies</p> <p>Revised to update cross-references and “Facilities Planning and Management” to “Facilities Management”</p>

PCS 213, 214, 409, 1101,
1102, 1103

Revision of Policies

Revised to update “Risk Management” to “Insurance Services”

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