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Property Control System Manual (PCS)

Effective: 3/1/2010



PCS Manual Revision Notice__

Policy	Summary of Change
PCS 001, 004, 202, 404, 703, 901, 1002-06, 1004-01 Various policies	Revision of Policy Revised to remove "Recycling" from the title of the department
PCS 101 Capitalization of Property	Revision of Policy Revised to delete table of agency/org numbers for library reference books and the statement that inventory and control of art objects are the responsibility of individual departments; to state that "The fair market value of equipment used as a trade-in to acquire new equipment is not included in the cost of the new equipment in the property control record"; to update information about "Sale of Capital Equipment between Departments"; and to change the abbreviation of Journal Voucher in transactions from "JV" to "J1"
PCS 205 Acquisition of Vehicles	Revision of Policy Revised to change "Fleet Service" to "Fleet Program Manager" and to state that "Departments are required to forward vehicle titles to Surplus Property"
PCS 206 Acceptance of Property, Gifts, and Donations to the University	Revision of Policy Procedure wholly rewritten
PCS 210 Interdepartmental Acquisition of Used Equipment	Revision of Policy Revised to introduce use of Asset Update change forms and Web site
PCS 211 Lease/Purchase Equipment	Revision of Policy Revised to change "Administration and Finance" to "Financial Services"
PCS 213 Loaned Equipment	Revision of Policy Revised to add an Exception about sponsored property; to update a link; and to delete a procedure for equipment on campus for 30 days or more
PCS 214 Protecting Personally Owned Equipment	Revision of Policy Revised to delete any provision for coverage by Insurance Services
PCS 401 Identifying Purchased Equipment	Revision of Policy Revised to state that "Most capital equipment is permanently identified with a permanent marker or by scribing the ASU PC#, and that equipment costing less than \$5,000 is not tagged "unless required by a sponsor"; and to delete a procedure for departments without online capability
PCS 402 Identifying Fabricated Equipment	Revision of Policy Revised to state that "Most capital equipment is permanently identified with a permanent marker or by scribing the ASU PC#"
PCS 404 Identifying Vehicles	Revision of Policy Revised to state that vehicles are permanently identified by scribing the ASU PC# on the door jam and inside the fuel door; to change "Fleet Service" to "Fleet Program Manager"; and to update the procedure regarding title and registration certificates
PCS 405 Receiving Gifts and Donations	Revision of Policy Revised to state that Property Control "tags the equipment with yellow tags, which

	indicate that property may not be surplus for three years"
PCS 407 Receiving Equipment from the State Surplus Program	Deletion of Policy
PCS 409 Receiving Lease/Purchase Equipment	Revision of Policy Revised to add an Exception about sponsored property; to update a link; and to delete a procedure for equipment on campus for 30 days or more
PCS 501 Relocating Equipment within a Department	Revision of Policy Revised to introduce use of Asset Update change forms and Web site and to delete an Exhibit
PCS 502 Transferring Equipment between Departments at Zero Cost	Revision of Policy Revised to introduce use of Asset Update change forms; to state that capital or noncapital property available for reuse can be posted on the SunSet Web site and to provide a link; and to delete the Procedure
PCS 601-02 Performing Physical Inventories	Revision of Policy Revised to clarify the policy regarding the inventory cycle and to rewrite the procedure
PCS 601-03 Departmental Responsibilities for Inventories	Revision of Policy Revised to eliminate the manual PRA form
PCS 601-04 Retiring Missing Assets	Revision of Policy Revised to state that "If the assets still cannot be located after more aggressive action has been taken, the department head signs off on the "Not Found" report, granting permission to retire the asset" and that "If assets are located in future inventories, they are added back to the Property Control system in an active status"
PCS 602-05 Inventories under a New Department Head	Deletion of Policy
PCS 701 Records Maintained by Property Control	Revision of Policy Revised to add all changes recorded in Asset Updates to Property Control Records
PCS 901 Dispersal of Idle/Surplus Equipment	Revision of Policy Revised to add a statement about sponsor-owned property; to state that property available for reuse can be posted on the SunSet Web site and to provide a link; and to add the use of the Surplus Property online disposal system plus a link
PCS 1004-01 Transfer of State/Local-Funded Equipment to Other Universities	Revision of Policy Revised to change the title and to state the use of the depreciation spreadsheet
PCS 1004-02 Transfer of Research Equipment to Other Universities	Revision of Policy Revised to change the title; to state that "This policy does not apply to ASU title 1 or 5 property"; and to state that "For nonactive or closed grants or contracts where title to the property rests with Arizona State University, compensation will not be required"
PCS 1005 Disposal of Cannibalized Equipment	Revision of Policy Revised to delete the PRA form, substitute the Asset Retirement Form, and to delete a step in the Procedure
PCS 1006 Trade-In of Equipment	Revision of Policy Revised to update the Policy and Procedure to the online Disposal Request
PCS 1009 Sale of University Property to a Retiring or Exiting University Employee	Revision of Policy Revised to change the title, to include all employees leaving ASU, and to show how depreciation is calculated on assets
PCS 1101 Stolen University-Owned Equipment	Revision of Policy Revised to add that the ASU Police Department performs an investigation
PCS 1102 Stolen Sponsor-Owned Equipment	Revision of Policy Revised to add that the ASU Police Department performs an investigation

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