## PCS Manual Revision Notice

<table>
<thead>
<tr>
<th>Policy</th>
<th>Summary of Change</th>
</tr>
</thead>
</table>
| PCS 002 Property Control Organization Chart | Revision of Policy  
Revised to reflect changes in personnel and job titles |
| PCS 003 Property Control Directory | Revision of Policy  
Revised to update information |
| PCS 004 Definitions    | Revision of Policy  
Revised to change “inventorial equipment” to “inventoriable equipment” and to update definitions for “capital equipment,” “capitalization,” and “fabricated equipment” |
| PCS 005 Table of Exhibits | Revision of Policy  
Revised to delete an exhibit |
| PCS 101 Capitalization of Property | Revision of Policy  
Revised to reflect an increase in the capitalization threshold and to change SPFM to ORSPA |
| PCS 201 Equipment Acquisition—General | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 202 Purchased Equipment | Revision of Policy  
Revised to reflect an increase in the capitalization threshold and to change ORCA to ORSPA |
| PCS 203 Fabricated Equipment | Revision of Policy  
Revised to reflect an increase in the capitalization threshold and to change ORCA to ORSPA |
| PCS 205 Acquisition of Vehicles | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 206 Acquisition of Gifts and Donations to the University | Revision of Policy  
Revised to change SPFM to ORSPA |
| PCS 211 Lease/Purchase Equipment | Revision of Policy  
Revised to reflect an increase in the capitalization threshold and to change a position title |
| PCS 215 Land/Building Purchase and New Building Construction | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 216 Sensitive Property | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 401 Identifying Purchased Equipment | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 402 Identifying Fabricated Equipment | Revision of Policy  
Revised to reflect an increase in the capitalization threshold |
| PCS 404 | Identifying Vehicles | Revision of Policy | Revised to reflect an increase in the capitalization threshold |
| PCS 407 | Receiving Equipment from the State Surplus Program | Revision of Policy | Revised to reflect an increase in the capitalization threshold |
| PCS 601-01 | Identifying Inventoriable Equipment | Revision of Policy | Revised to change “inventorial equipment” to “inventoriable equipment” |
| PCS 601-02 | Performing Physical Inventories | Revision of Policy | Revised to change “inventorial equipment” to “inventoriable equipment” |
| PCS 602-01 | Unscheduled Inventories of Equipment | Revision of Policy | Revised to reflect an increase in the capitalization threshold |
| PCS 602-03 | Performing Periodic Physical Inventories for Sponsors | Revision of Policy | Revised to change SPFM to ORSPA |
| PCS 602-05 | Inventories under a New Department Head | Revision of Policy | Revised to change “inventorial equipment” to “inventoriable equipment” |
| PCS 703 | Records Storage and Destruction | Revision of Policy | 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 |
| PCS 1102 | Stolen Sponsor-Owned Equipment | Revision of Policy | Revised to change SPFM to ORSPA |
| PCS 1201 | Reporting Schedule for Government-Owned Property | Revision of Policy | Revised to reflect an increase in the capitalization threshold |