

IV. EQUIPMENT REQUIRING SPECIAL HANDLING

A. PROPERTY SUBJECT TO REGISTRATION

1. Motor Vehicles

All information necessary to record a University-owned motor vehicle is supplied to the Equipment Management Department by the campus representative assigned the responsibility and authority to secure registration. This information includes a description of the vehicle, license number, a University vehicle number and the 17-digit vehicle identification number (VIN).

Government-owned vehicles carry government registration plates and/or identification as a government vehicle for official use.

2. Aircraft and Watercraft

All information necessary to record aircraft or watercraft is supplied to the Equipment Management Department by the campus representative assigned the responsibility and authority to secure required federal and state registration. This information includes a description of the craft and registration number. Aircraft and watercraft are recorded in the same manner as any other item of inventorial equipment. Government-owned craft bear government identification numbers.

B. ART AND SCIENTIFIC OBJECTS

1. Complete records of art and scientific objects shall be maintained by the custodial department.
2. Recording of items or collections of art and scientific objects in the equipment database is optional and may be accomplished in the following manner:
 - a. Collections may be recorded as a group, e.g., *Collection- Oil Paintings*, and assigned one property number. The custodial department shall maintain detailed records for each item included in an art or scientific collection.
 - b. Acquisitions of single art or scientific objects which are not added to collections are recorded in the usual manner.

C. ACQUISITIONS VIA INSTALLMENT PURCHASE OR LEASE

Detailed rules and procedures for accounting and reporting for leases and installment purchase contracts are specified in Accounting Manual Chapter [L-217-11](#), Accounting and Reporting for Leases and Installment Purchase Contracts, herein incorporated by reference. Equipment purchased under installment purchases and capital leases must be capitalized and recorded in the inventory. The capitalized value should be the equivalent of the cash purchase price of the equipment as of the inception date of the lease; interest or other financing cost must not be included.

D. PERSONALLY-OWNED EQUIPMENT

If a University employee keeps personally-owned equipment on campus, it should be reported to the Equipment Management Department and identified as the property of the

owner, but will not be recorded on the inventory. The University is not responsible for loss of or damage to personal equipment.

E. BORROWED (LOAN FROM) EQUIPMENT

Loan of Equipment to which University Does Not Have Title: When the University does not hold title to equipment but the equipment is in the care and custody of the University, the equipment cannot be loaned without the specific written approval of the title holder.

F. LOANED (LOAN TO) EQUIPMENT

1. Intramural Loan of University Equipment

If inventorial equipment is loaned to another department for less than one year, a memorandum of the transaction should be filed in the lending department. If the period of the loan exceeds one year, it should be reported to the Equipment Management Department on an Equipment Inventory Modification Request (or equivalent form) by the lending department and by the receiving department, giving the name of the borrowing department, the property number, and the new location of the equipment. The loan is then recorded in the database.

When the loan is terminated, the Equipment Management Department should be advised by the lending department. The loan is then terminated in the database.

2. Extramural Loan of University Equipment

The Chancellor or designee must pre-approve any loan of inventorial equipment to an external organization or to an individual. All equipment being loaned should be listed by property number and description. When the equipment is returned, the Equipment Management Department shall be notified by the lending department.

3. Loan of Equipment to the University from a Non-Government External Organization

Loan agreements between departments of the University and external agencies or individuals (other than governmental agencies) are reported on an Equipment Loan Agreement form (or equivalent document). The Equipment Management Department is notified and the equipment is recorded in the database as loaned. The loan of equipment for demonstration or approval purposes is not recorded by the Equipment Management Department. However, any such loan should have the prior approval of the Materiel Manager as well as the campus administrative officer delegated authority by the Chancellor to control equipment.

4. Intercampus Loan of Equipment

An intercampus loan of inventorial equipment requires the prior approval of the campus officer delegated authority by the Chancellor to control equipment and should be reported to the Equipment Management Department. A loan of one year or more is recorded on the inventory records. An intercampus loan is recorded by the borrowing campus using acquisition code 37 and by the lending campus with the appropriate loan code. An intercampus loan is reported by the borrowing campus in the same manner that an intercampus transfer is reported.