Did you Know?

July 1, 2007 the Capitol Equipment Threshold was increased from $2,000 to $5,000

Equipment is defined as:
Anything tangible, other than real property,
with a useful life of more than two years
and a value equal to or more than an amount determined by the respective Purchasing Department.

Responsibility

Department’s have custodial responsibility for all equipment within its jurisdiction. Each department is responsible for reporting all:

- additions
- deletions
- changes

within their department, to the Property Control Department.

Property Control is responsible for:

- Tagging equipment
- Making periodic inventories of University equipment
- Maintaining the master file of University equipment
- Providing other departments with forms referred to in this manual
- Disposing of or re-utilizing equipment turned in by a department as surplus

Property Movement Request

If the department head determines property to be surplus and no longer useable to the department they must complete a property movement request (PMR) form for each property item being sent to surplus, whether or not the item has a fixed asset decal.

NOTE: Multiple items may be listed on one movable equipment form when a group of like items without fixed asset decals is being declared surplus property. For example, if 40 student desks are being declared surplus property, the Movable Equipment Form should state "40 student desks."

Computers should not be placed on the same PMR with furniture. Information technology is responsible for removing and redistributing all computers on campus.

To complete a Property Movement Request (PMR) go to the following link and follow the instructions:

Fill the number of items and email address, click on “GET PMR”

http://www.unlv.edu/cgiwrap/delivery/pmr.php

The Surplus Property Department cannot accept any hazardous material. This includes inks, dies, chemicals, toner cartridges, explosive materials, acids, or asbestos materials, etc. If a department has this type property that needs disposal, they must contact the Risk Management office.
What to do if equipment has been stolen or vandalized.

1. File a report with the Police Department
2. Notify RM&S as soon as possible.
3. File out the Property Loss form and send to MS 1042: http://rms.unlv.edu/insurance/Docs/Form_1.pdf
4. Collect purchase orders, invoices or any other documentation to show what was stolen and the value of the item.
5. Notify Property Control and Fax them a copy of the police report at 895-1449

You can develop barriers and protect property by:

- Locking doors & cabinets where equipment is stored
- Storing electronic equipment out-of-site in a locked desk or cabinet
- Minimize assignment of keys to buildings, offices, rooms and maintain records of key assignment
- Periodically change locks and access or alarm passwords
- Follow the check out or borrowing procedure located at: http://www.unlv.edu/depts/delivery/forms/ela.pdf

Delivery Services
University of Nevada, Las Vegas

PMR Form

*Warning: Do not hit ENTER until you are finished filling out the form. This a normal web form and HITTING ENTER WILL SUBMIT THE FORM!

Authorizer:
(Name of Dean, Chair, Director, Etc...)
Contact:
Department:
Phone:

While Facilities Management tries to perform Property Movements as quickly as possible, their ability to respond is subject to a variety of other campus activities such as relocations, events and semester start-ups. Therefore, it may take 10-days to 2 weeks and sometimes longer to complete your request. If you have a special circumstance that does not allow for such a delay, please note the circumstance and a pickup date below and we will do our best to accommodate you.

Notes/Special Circumstances:

If the item is for surplus use TNDR as the Dest Bldg and SURPLUS as the Dest Room

Asset # | Maker | Descript. | Condition | From Bldg | From Room | Dest Bldg | Dest Room
--------|-------|-----------|------------|----------|----------|----------|--------

Move Already Completed: ☐
Check Move Already Completed ONLY if the items have already been moved

Complete the following fields:

- Contact
- Department
- Phone,
- Asset #
- Maker
- Description
- Condition
- From Bldg
- From Room
- Destination Bldg
- Destination Room

Condition
1= Excellent
2= Good
3= Fair
4= Major Repairs
5= Salvage

Note For Surplus Items:
Destination Bldg = TNDR
Destination Room = SURPLUS

In addition any department can deliver their own surplus items to the Surplus Warehouse. Contact the Property Control/ Surplus Section at 895-5384 or 895-0859 to set up an appointment.

Condition
1= Excellent
2= Good
3= Fair
4= Major Repairs
5= Salvage

Note For Surplus Items:
Destination Bldg = TNDR
Destination Room = SURPLUS

If you have any other Delivery Services questions visit or FAQ’s at:

- http://www.unlv.edu/depts/delivery/dfaq.html or contact Property Control at 895-0859 or e-mail at property@unlv.edu
- We are always have to have suggestions or ideas for topics for our newsletter. If you would like to see a topic covered please contact us at
Survey Results

In October of 2007 a customer service survey for Delivery Services was created on Surveymonkey.com. The campus was asked to participate in the survey and the results were collected over a period of several weeks.

The objective of the report is to detail those areas needing improvement and to create a plan to not only implement improvement but notify the campus of the improvements as well. The survey results will be used to formulate goals for the Delivery Services Department to provide planning objectives to meet the type and quality of service that is expected by the campus community. Additionally, certain points of misinformation appeared frequently enough to warrant addressing corrections to the campus.

Those results can be viewed from or webpage at:

Accessing a Copy of your Current Inventory

You can acquire a current list of your inventory by utilizing the data warehouse program at the site below:

www.scs.nevada.edu

If you are not familiar with the data warehouse you can contact System Computing Services at 895-4500 to get training and access.

Once you log onto the data warehouse you can click on the fixed assets tab to bring up the search options. Utilize the search by responsible person/department. In the search field use your department inventory code followed by a percent sign. The percent sign acts as a wildcard. See the example below:

09-06% = 09-06 Delivery Services

You can acquire a your departments inventory code on our website at:

http://www.unlv.edu/depts/delivery/invdepts.html

This Month’s Inventory Control

Q: Where is the surplus warehouse located?

A: You can find a map to all the locations belonging to Delivery Services on our webpage at:

http://www.unlv.edu/depts/delivery/receiving.html

Q: When does surplus conduct sales of surplus equipment?

A: Tuesday from 2:00 P.M. to 4:00 P.M. is open for campus redistribution only. Thursday is the general sale from 1:30 P.M. to 4:00 P.M.