Updates
Property Division

Policy
Forms
Inventory Update
Inventory Cleanup & Accountability
Property Policy

• Responsibilities for (Individual, Department, Property and IT)
• Property Passes will not expire*
• All Laptops and Tablets will require passes
• Surplus process is the only way to sell unused assets

*Unless assets are out of compliance with the inventory requirement
Property and Inventory Control Forms

• Forms on web site
  • PRO-04 Property Pass Powerform updated

Campus policy for property & inventory control of moveable equipment

- Property & Inventory Control Policy

Forms applicable to inventory management:
- PRO-01-IT Equipment Data & Department Removal Form
- PRO-02-Moveable Equipment Surplus Form
- PRO-03-Missing Unaccounted Form
- PRO-04-Docusign Property Pass
- PRO-05-Equipment Reporting Form
- PRO-06-InternalTransferSheet
- PRO-07-ExternalTransferSheet
Inventory Update

• Thanks for your help with Inventories

• Rolling Inventory
  • We are reaching out to schedule updated inventories
    • Departments with unfound assets and/or
    • Departments with change in signatory authority
Assets not yet located; by age
Inventory Cleanup
Pro-03 Missing and Unaccounted For Form

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University of Massachusetts Boston
Missing/Unaccounted Equipment Form

Report Date: 
Reporting Department: 
Department ID: 
Departmental Property Custodian (DPC): 

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>UMB Bar Code</th>
<th>Serial Number</th>
<th>Description</th>
<th>Data Storage Device</th>
<th>Capitalized Y/N</th>
<th>Cost</th>
<th>NBV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Saves Data Y/N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>**Known PII on device Y/N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If the equipment is a data storage device (computer, server or laptop), departmental signer must indicate Y, that the equipment saves data. If this is true, they must also indicate (Y/N) if they are aware that the device has PII (Personally Identifiable Information) stored on it. Affirming the equipment saves data will shade the cell orange. If the cell is shaded, the second question must also be answered.

**PII is defined as both name and Social Security/credit card/debit card numbers. It does not include publicly available data. For a more specific definition, see MA General Laws, Chapter 93H section 1.

All efforts have been made. We have been unable to locate the equipment. Circumstances do not warrant further efforts and the equipment should be deemed lost.

Department Manager

Form must be signed by Department Head with signatory authorization (not designee).

Signature 
Date 
Print Name 

Supervisor

Form must also be signed by the Supervisor of the Department Manager with signatory authorization.

Signature 
Date 
Print Name 

Send to – Property Department (property.control@umb.edu)
Inventory Cleanup

Missing and Unaccounted For Form

- Internal accountability for disposal of lost assets
- Missing and Unaccounted for forms require two signers, department manager & supervisor, as determined by authorized signatory form on file in the Controller’s Office
Inventory Cleanup
Missing and Unaccounted For Form

• Form should be used after all efforts are made to find an asset
• When a Vice Chancellor is the manager, the VCAF will be second signer
• Chancellor is second signature for VCAF

<table>
<thead>
<tr>
<th>University of Massachusetts, Boston</th>
<th>Vice Chancellors</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC of Academic Affairs (Provost)</td>
<td>Joseph Berger</td>
</tr>
<tr>
<td>VC of Athletics</td>
<td>Jacqueline Adrienne Schuman</td>
</tr>
<tr>
<td>VC of Enrollment Management</td>
<td>John Drew</td>
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<tr>
<td>VC of Human Resources</td>
<td>Marie Bowen</td>
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<tr>
<td>VC of IT</td>
<td>Raymond V Lefebvre</td>
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<tr>
<td>VC of Student Affairs</td>
<td>Karen Ferrer-Muniz</td>
</tr>
<tr>
<td>VC of University Advancement</td>
<td>Adam Wise</td>
</tr>
<tr>
<td>VC of Marketing and Engagement</td>
<td>Megan Sullivan</td>
</tr>
</tbody>
</table>
Questions?