

Compliance Summer Series



COMPLIANCE INFORMATION AND RESOURCES ALL SUMMER LONG



After 27 great years as a UConn employee, Toni will soon be retiring. **Congratulations Toni!**

Toni wants to ensure a smooth transition prior to departing the University and has been learning about **post state employment requirements**, as well as **managing records at work**.

In addition to pictures of her loved ones and several accolades, Toni's office is filled with equipment that they have accumulated over the years. While Toni's office furniture is fairly new, items such as Toni's computer, and tablet are a bit dated. Toni is wondering if it would be okay to discard or keep such items. **What do you think?**



START WITH UCONN HEALTH'S ASSET CONTROL POLICY

In this case, Toni should review **UConn Health's Asset Control Policy** and Procedures. This is important because proper disposition of State of Connecticut assets is required by law.

Toni should also engage UConn Health's Office of Logistics Management (OLM) Surplus Property Unit. They are responsible for administering the removal and reuse of UConn Health equipment. OLM provides UConn Health departments the opportunity to surplus serviceable equipment which then go to the Surplus Property Unit where other departments and the general public have an can acquire the materials at a reasonable cost on the **public surplus website** . Recycling surplus property helps to:



Reduce the institution's waste stream



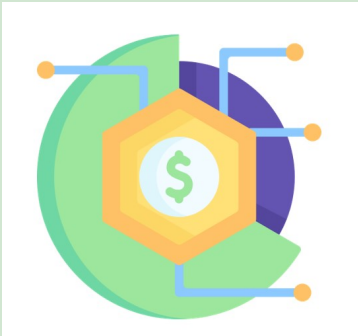
Provide departments a low cost alternative to purchasing new equipment



Maximize the recovery of capital investment in our equipment

HERE ARE THE TYPES OF ASSETS COVERED UNDER THE POLICY

Items or equipment that are deemed either Capital, Controllable, or Surplus by the UConn Health.



Capital Asset:

An item with an expected useful life longer than a single reporting period (i.e. a fiscal year), arising from an expenditure of \$5,000.00 or greater.

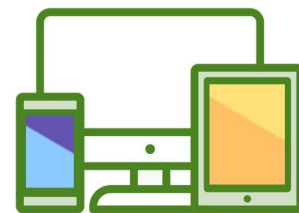
In general, capital assets must be physically tagged and their current location must be kept up-to-date in UConn Health's official Capital/Controllable Inventory List.

Some items that cannot be physically tagged (such as software, surgical instruments or other assets where physical tagging would be impossible or impair the use of the asset) are tagged virtually, rather than physically.

Controllable Asset:

An item which does not meet the financial criteria for a capital asset, being less than \$5,000.00 in value, but which must be tracked because of its sensitive, portable and/or theft-prone nature. UConn Health has designated the following types of assets as controllable:

- Computers (desktops and laptops)
- Equipment storing confidential data related to HIPAA, FERPA or State of Connecticut intellectual property
- Smart phones
- Tablets



UConn Health's controllable asset inventory is maintained in the MACOLA system.



Surplus Property:

Any tangible item owned by UConn Health that is no longer required for use in a department. Using the [Electronic Forms Workflow](#) system, such items should be communicated to Logistics and scheduled for removal.

Regardless of the category the item falls under, all are UConn Health property and it would not be permissible to keep.

Under no circumstances shall UConn Health property be discarded without proper disposition through the established asset control process.

Completion of an LM-2 allows for surplus items in your unit to be removed and evaluated for reuse by other departments, public sale or disposal.

EMPLOYEE RESPONSIBILITIES

Employees within each custodial department are responsible for:



Ensuring the department's assets are procured, stored, secured and maintained appropriately



Documenting and reporting asset purchases, moves, trade-ins, transfers, leases, loans, donations, impairments, disposals, or losses in a timely manner (within 1 week) using the **Electronic Form Workflow** system



Providing asset control inventory staff with timely access to equipment; and assisting with inventory reconciliation as needed

Additional information about asset control responsibilities, procedures and forms can be found in UConn Health's Asset Control Procedure Manual:

<http://opa.uhc.edu/OLM/AssetCtrlProc.aspx>.

NEED MORE INFORMATION?

Contact UConn Health's Office of Logistics Management's Surplus Property Unit

860-679-1956

assets@uchc.edu

http://opa.uhc.edu/OLM/surplus_property.aspx

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