

STAR Program Logistics

- STAR Certificate consists of 11 courses. To obtain a certificate, you must complete all 11 courses within two (2) years.
- During this pandemic, the two year period has been extended.
 - Please reach out to training@research.ucsb.edu for any exceptions.
- For any STAR Program questions contact:
 - Hilda Vasquez and/or Clarissa Cabrera at training@research.ucsb.edu
- Zoom Classes will not be recorded for this 2024 series.
- Please remember to complete the STAR Evaluation emailed via UCLC.
- For questions during the presentation, please use chat and post to everyone.
 - Please do not use the “raise hand” feature.

2024

Post-Award Administration - STAR Class #8

Equipment Management

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Eva Cervera – Equipment Management Admin. Assistant: ecervera@ucsb.edu

Business and Financial Services - Procurement



Overview

Equipment Management (EM) is a central business unit in the Procurement Office under the department of Business and Financial Services (BFS)

UCSB uses two UC policies as its local policy and the basis for procedures and internal controls for the management of equipment and other property.

1. [**BUS-29, Management and Control of University Equipment**](#)
2. [**BUS-38, Disposition of Excess Property and Transfer of University-Owned Property**](#)

Roles and Responsibilities

Custodial Department / PI	Equipment Management (EM)
<ul style="list-style-type: none">• Responsible for care, maintenance, inventory and control of all property• Notify EM of any updates or changes	<ul style="list-style-type: none">• Maintain property records• Process new acquisitions• Ensure 10 Outcomes of Property Management• Submit Property Closeout reports



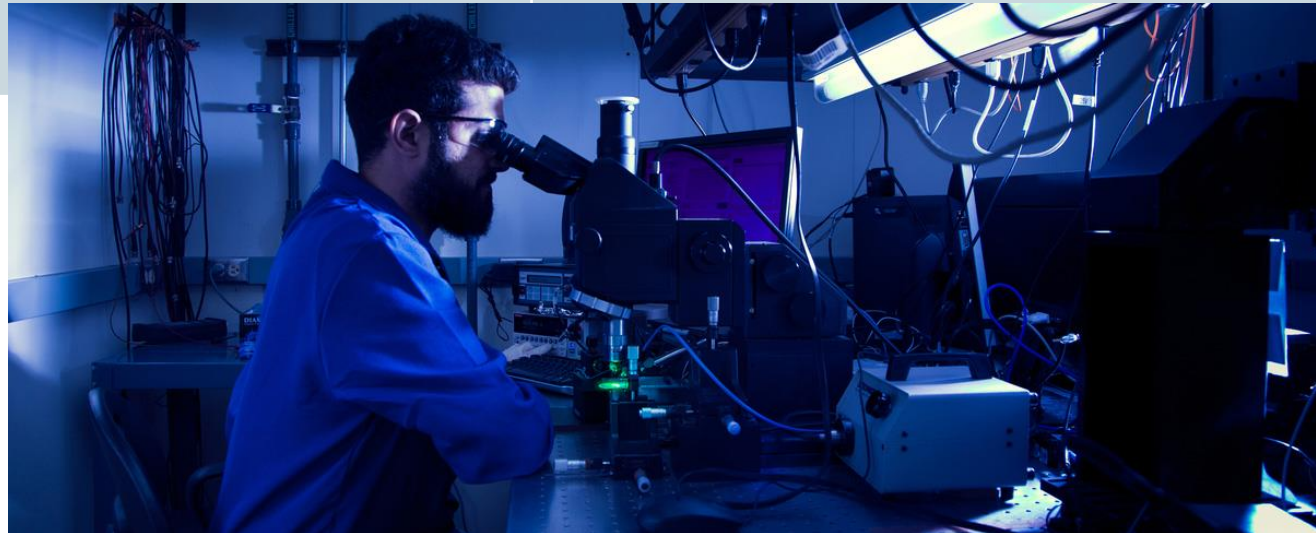
Definitions

Inventorial Equipment

- Non-expendable, tangible, personal property, freestanding and complete in itself
- Normal life expectancy of more than one year
- Acquired for \$5,000 per unit or more
- Increments must have a cost of \$5,000 or more
- *All firearms and Federal Property are inventorial equipment, regardless of value

Fabrication

- Meets all criteria of inventorial equipment
- Manual labor by University to construct
- Used by the University upon completion
- A product resulting from the simple assembly of various parts does **not** qualify as a fabrication



Title to Equipment

Be sure to read the award document and details

Conditions	View Condition Codes	
<u>#</u>	<u>Code</u>	<u>Condition Description</u>
1	8	Uniform Guidance 2 CFR, Part 200
2	19	See special award terms and/or agency guidelines.
3	20	Federal Funding, Accountability and Transparency Act
4	21	General Purpose Equipment, not in the approved budg
5	24	Title to equipment vests in: University.
6	48(A)	Award includes change in indirect cost rate. Change in
7	52	...

With Uniform Guidance 2 CFR 200, Condition Code 24 almost always indicates that UC title is CONDITIONAL, subject to certain restrictions.*

- See Additional References at the end for more information

Acquisition of Inventorial Equipment

Equipment Management

These values apply to all lines unless specified by line item

Equipment Information	edit
Inventorial Equipment?	<i>no value</i>
Custody Code	<i>no value</i>
Title Vests With?	<i>no value</i>
Add-On to Asset Number	<i>no value</i>
Location/Building	<i>no value</i>
Room	<i>no value</i>
Custodian	<i>no value</i>
Fabrication Information	edit
Fabrication?	<i>no value</i>
Fabrication Name	<i>no value</i>
Fabrication Asset Number	<i>no value</i>
Fabrication ID Number	<i>no value</i>
Trade-In	edit
Trade-In?	<i>no value</i>
Trade-In Value	<i>no value</i>
Trade-in Asset Number	<i>no value</i>
Trade-In Custody Code	<i>no value</i>
Trade-In Title	<i>no value</i>

UC SANTA BARBARA Procurement Services

Home > Procurement Services > Equipment Management

- Gateway Management Console
- FlexCard
- Equipment Management**
 - Equipment Inventory Modification Request
 - General Help
 - Incoming Transfers or Loans
 - New Fabrication Number Request
 - Asset Information Update

Asset Information Update

Use this form to provide additional information for new equipment or update information on existing equipment

[View Details](#)

Equipment Inventory Modification Request

Disposals, Transfers (including Surplus Sales), P.I. Transfers and Loans of UCSB Assets

[View Details](#)

General Help

Use this form for contacting Equipment Management about Equipment requisitions, EIMRs, ESPDs, Fabrications, Inventories/Samplings and Annual and Final Inventory Reports

[View Details](#)

Incoming Transfers or Loans

Use this form for transfers or borrowing from non-UCSB entities

[View Details](#)



UNIVERSITY OF CALIFORNIA, SANTA BARBARA UC REGENTS GIFT ACCEPTANCE REPORT CONFIDENTIAL - FOR INTERNAL USE ONLY

DONOR(S) NAME AND HOME ADDRESS OR BUSINESS NAME AND ADDRESS

Physical Inventory

University and Federal policy requires that all departments complete and return a Physical Inventory form every two years. If you have regularly updated your records, assets should be easily located and few changes required.



Record Updating







[Service Now](#)

- Procurement Services Categories»
- Gateway >
- Gateway Management Console >
- FlexCard >
- Equipment Management ▾
 - Equipment Inventory Modification Request
 - General Help
 - Incoming Transfers or Loans
 - New Fabrication Number Request

Equipment Management

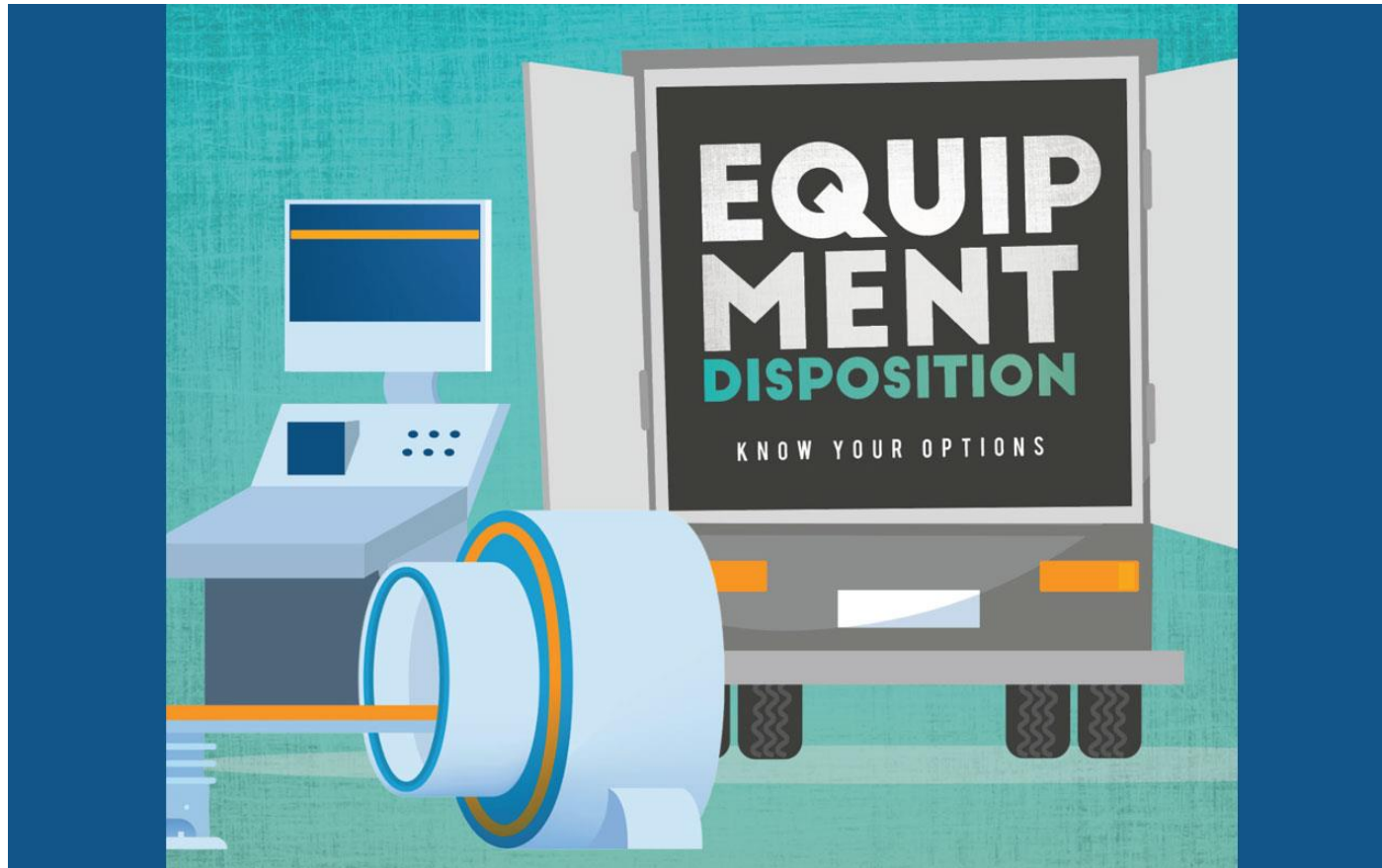
Get help with questions about Equipment requisitions, Asset Information Updates, EIMRs, ESPDs, Fabrications, Inventories/Samplings and Annual and Final Inventory Reports

Grid | List
A-Z | Legend

 Asset Information Update Use this form to provide additional information for new equipment or update information on existing equipment View Details	 Equipment Inventory Modification Request Disposals, Transfers (including Surplus Sales), P.I. Transfers and Loans of UCSB Assets View Details	 Fabrication Information Update Use this form to update existing fabrications View Details
 General Help Use this form for contacting Equipment Management about Equipment requisitions, EIMRs, ESPDs, Fabrications. Inventories/Samplings View Details	 Incoming Transfers or Loans Use this form for transfers or borrowing from non-UCSB entities View Details	 New Fabrication Number Request Use this form to notify Equipment Management of any new fabrications View Details

Disposition of Equipment

BUS-38, Disposition of Excess Property and Transfer of University-Owned Property



Donation of Equipment

BUS-38 does not allow for donations of University property unless:

- The fair value is below the costs required for disposal via Surplus processing.
- The donation is to an educational institution or non-profit organization.



PI Transfers

BUS-38 defines the policies related to PI transfers to other universities.

- A sales/transfer agreement must be prepared by EM and approved by the Dean.
- Regardless of funding source, the University's default policy is that equipment transferred must be sold to the new institution.
- No property may leave campus until the sales/transfer agreement has been signed by all parties and payment (if applicable) has been received by the University.

Award Close Out and Reporting

Award Close Out

- Per 2 CFR 200, Equipment Management must consult with the department in all cases where items of equipment retain a value of \$5,000 or greater.
- EM will create and submit Final Property Reports as part of the close out process.



Resources

Contact Information

- am@bfs.ucsb.edu – Email to create new ServiceNow help ticket
- John Pavia, Equipment and FlexCard Manager – jpavia@ucsb.edu
- Eva Cervera, Equipment Management Admin Assistant - evacervera@ucsb.edu

Websites and Policies

- [UCSB BFS Equipment Management](#)
- [UCOP BUS-29](#): Management and Control of University Equipment
- [UCOP BUS-38](#): Disposition of Excess Property and Transfer of University Property

UC SANTA BARBARA

Additional References/Examples

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
Taxes & Shipping	
<u>Installation</u> - Billed by vendor (including travel costs, calibration, etc.)	<u>Installation</u> - Billed by University (Facilities Management, etc.) – charges such as running water or power lines, structural alterations, etc.
<u>Software</u> - Not separately priced and/or the equipment will not function without it; if it cannot/will not be transferred to another asset	<u>Software</u> - If transferable to another piece of equipment, separately priced on the invoice and value < \$5,000: sub 3-8085; if value ≥ \$5,000, sub 4-9235.
<u>Furniture</u> - Stand-alone items (e.g. conference table) of unit value ≥ \$5,000.	<u>Furniture</u> - Modular / Panel-Supported Furniture and Furniture Systems.

Inventorial Equipment or Not?

INVENTORIAL EQUIPMENT (VALUE)	NOT INVENTORIAL EQUIPMENT (VALUE)
<p><u>Warranties/Maintenance Agreements</u> If not separately priced on the invoice, included as part of the value of the inventorial equipment.</p>	<p><u>Warranties/Maintenance Agreements</u> If separately priced on the invoice, not part of inventorial equipment value: paid on sub 3-7260.</p>
	<p><u>Infrastructure</u> – E.g. built-in air conditioners, telecommunications systems, alarm systems, modifications to building structure.</p>
	<p><u>Repairs</u> - If broken parts are replaced with like items (not upgraded), no new value is added and charges are to sub 3 and the appropriate object code, for parts or labor (7260).</p>

Fabrication or Not?

Included in Fabrication Value	Not Included in Fabrication Value
Final value \geq \$5,000	Final value $<$ \$5,000
All materials, supplies and services from outside vendors and authorized internal recharge activities	Department labor (i.e., faculty and staff salaries), travel or other operating expenses
Items fabricated for University use	Items fabricated for delivery to an outside user (i.e., NASA, Army, JPL)
Charged to Sub 4	Charged to Sub 3

Consult with EM before beginning a fabrication. You must obtain a Fabrication ID Number (not the same as an Asset Number). To get a new Fabrication ID Number go to ServiceNow Procurement Services – Equipment Management – New Fabrication Number Request.

Conditional Title

Conditional title means that the university must:

1. Use the equipment for the authorized purposes of the project until funding for the project ceases, or until it is no longer needed for the purposes of the project.*
2. When no longer needed for the original project, equipment may be used in other activities supported by the Government, in the following order:
 - a) Activities under another award from the same agency.
 - b) Activities under an award from another Federal agency.

*When under the original award, the equipment must be made available for use under other Federal awards and may be used for non-Federal projects (user fees should be considered when appropriate).

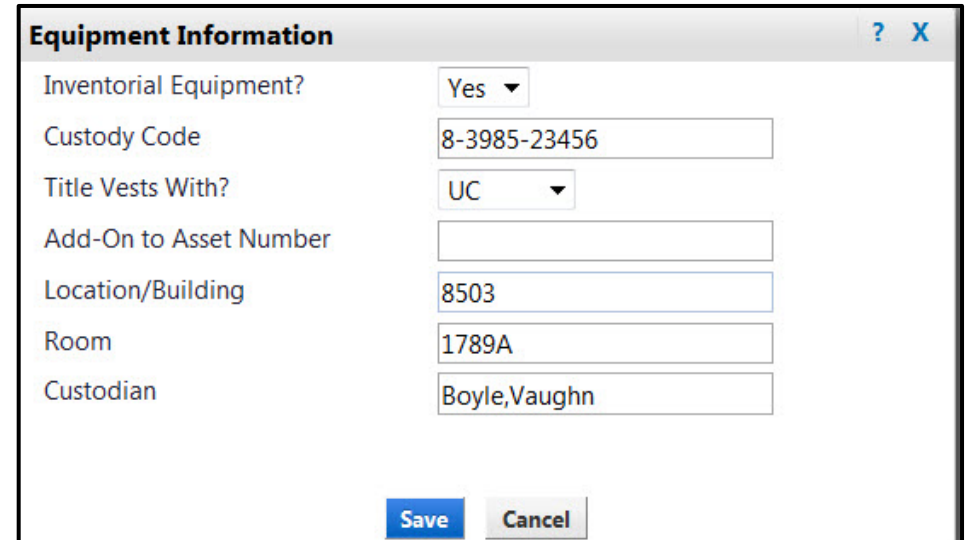
When equipment is no longer needed for activities supported by a Federal agency, disposition instructions must be obtained from the agency. This requirement applies even if the award has not yet terminated and research (and funding) is continuing.

Gateway Requisition – New Equipment Purchase

1. Click the EDIT button next to the **Equipment Information** subsection of the box and enter:

- a. Inventory Equipment?: Select **Yes** from the drop-down menu
- b. Custody Code: enter with dashes, in format **8-3985-23456**
- c. Title Vests with?: (drop-down menu: choose UC, Federal, etc.)
- d. Location: enter separated by slashes (or dashes), in format – building number, room number, custodian name

2. Click SAVE.



The screenshot shows a window titled "Equipment Information" with a close button (X) and a help button (?). The form contains the following fields:

Inventorial Equipment?	Yes
Custody Code	8-3985-23456
Title Vests With?	UC
Add-On to Asset Number	
Location/Building	8503
Room	1789A
Custodian	Boyle,Vaughn

At the bottom of the form are two buttons: "Save" (highlighted in blue) and "Cancel".

Gateway Requisition – Multiple Equipment Orders

When ordering multiple items (especially of scientific equipment) on a single purchase order that includes multiple line items, it is very helpful if you indicate, under the COMMENTS tab, how the equipment will be configured.

Add Comment/Attach Files ? X

This will add a comment to the document.

Line 1 is a single piece of equipment; lines 2-4 form a second piece of equipment; line 5 is a single piece of equipment; lines 6-8 are components of line 1.

843 characters remaining [expand](#) | [clear](#)

Attach file to this document (optional):

Attachment Type

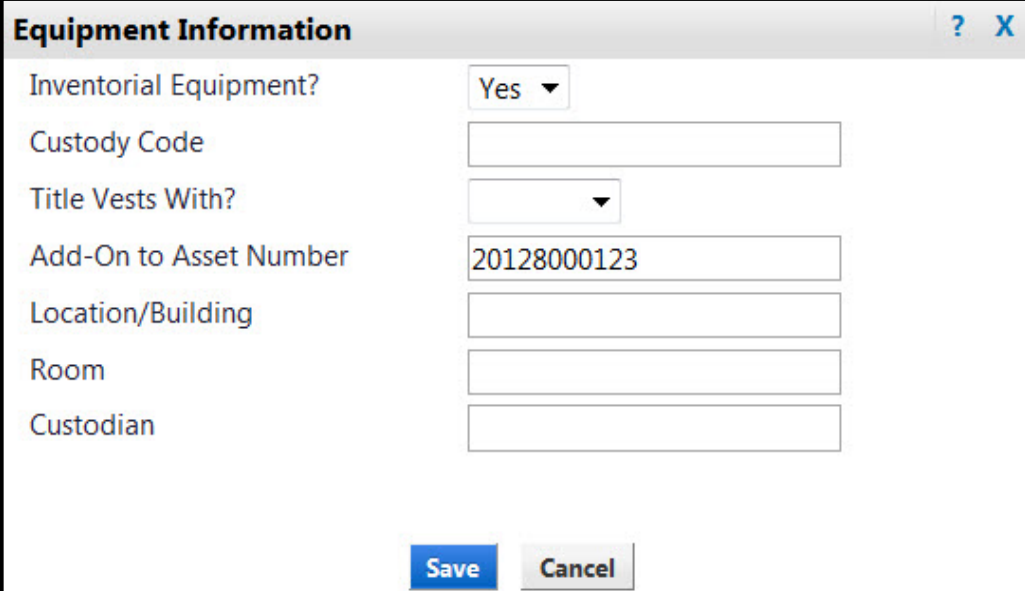
File Name

File

Add-Ons

An add-on adds a component(s) to an existing asset, upgrading or extending its functionality. **Repair or replacement items do NOT count as add-ons.**

1. Click the EDIT button next to the **Equipment Information** subsection of the box and enter:
 - a. Inventory Equipment?: Select **Yes** from the drop-down menu
 - b. Custody Code, Title Vests with? and Location: not required (values are derived from the add-on asset number)
 - c. Add-On to Property No.: enter the asset number of the existing piece of equipment – in this case, **20128000123**
2. Click SAVE.



The screenshot shows a window titled "Equipment Information" with a close button (X) and a help button (?). The form contains the following fields:

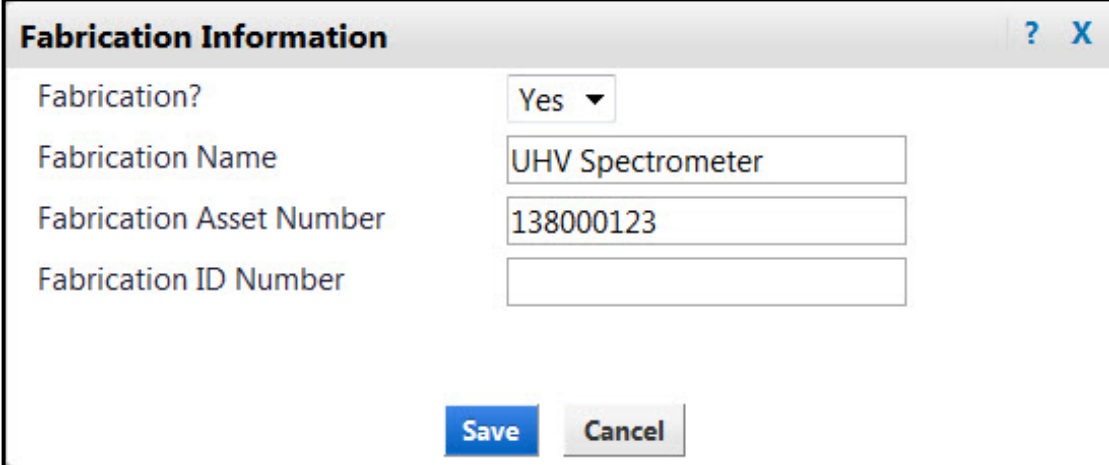
Inventorial Equipment?	Yes ▾
Custody Code	<input type="text"/>
Title Vests With?	<input type="text"/>
Add-On to Asset Number	20128000123
Location/Building	<input type="text"/>
Room	<input type="text"/>
Custodian	<input type="text"/>

At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (grey).

Fabrication – with Asset Number

1. Click the EDIT button next to the **Fabrication Information** subsection of the box and enter:
 - a. Fabrication?: Select **Yes** from the drop-down menu
 - b. Fabrication Name
 - c. Fabrication Property No.: enter the asset number assigned to the fabrication if apply, in this case – **20138000123**
 - d. Fabrication ID No.: Fabrication ID Number provided by Equipment Management.

2. Click SAVE.



The screenshot shows a dialog box titled "Fabrication Information" with a close button (X) and a help button (?). The dialog contains four input fields: "Fabrication?" with a dropdown menu set to "Yes", "Fabrication Name" with the text "UHV Spectrometer", "Fabrication Asset Number" with the text "138000123", and "Fabrication ID Number" which is empty. At the bottom right, there are "Save" and "Cancel" buttons.

Field	Value
Fabrication?	Yes
Fabrication Name	UHV Spectrometer
Fabrication Asset Number	138000123
Fabrication ID Number	

Equipment and Fabrication Object Codes

The following is the current list of inventorial equipment object codes. Each of these object codes has a corresponding non-inventorial object code, in the series 81nn.

Object Code	Description	Comments
9100	Inventorial Computer Equipment - \$5,000 and greater per unit	Including Servers and Networking Equipment
9105	Inventorial Plant, Industrial, Grounds, Custodial and Household Equipment & Furniture - \$5,000 and greater per unit	Including Furniture, Kitchen, Custodial and Housekeeping Equipment, Mowers and Landscaping Equipment, Engines, Pumps and Valves (non-scientific)
9115	Inventorial Motor Vehicles and Boats - \$5,000 and greater per unit	Including drones
9120	Inventorial Scientific Equipment - \$5,000 and greater per unit	
9125	Inventorial Medical Equipment - \$5,000 and greater per unit	
9130	Inventorial IT Accessories and Peripherals and Instructional Equipment - \$5,000 and greater per unit	Including Copiers, Printers, Scanners, Projectors, Screens, Speakers, Receivers, Radios and Other Audio/Visual Equipment
9135	Inventorial Equipment: Other - \$5,000 and greater per unit	Including Art & Musical Instruments, Sports Equipment

- Object code 9610 is for purchased fabrication components.
- Object codes 9601-9603 are for various fabrication costs to UCSB recharge centers

EIMR Form – Available Modifications

Transaction Type	Modification Type	Notes
Disposal	Cannibalized for Parts	
	Destroyed due to Accident (flood, fire, earthquake, malfunction, overboard at sea)	
	Direct Sale (Surplus Sales)	Requires proof of Surplus Approval submitted with ticket
	Lost/Unable to Locate	
	Scrapped	
	Theft	Requires attachment of Police Report
	Trade-in (not reported on requisition)	
Transfer	Intercampus	These options are for permanent, outgoing transfers only.
	Interdepartmental	
	Surplus Sales	Note in description field if you need a recharge pickup or prefer to deliver to Surplus
P.I. Transfer to Other Institution	No-Cost Transfer	These options are for permanent, outgoing transfers or sales only.
	Sale	
Loan (outgoing only)	Intercampus (exceeding 1 year)	To a department at another UC campus
	Intercampus Loan Termination	To report the termination of a loan to another UC campus
	Interdepartmental (exceeding 1 year)	To another UCSB department
	Interdepartmental Loan Termination	To report the termination of a loan to another UCSB department
	To non-UC Entity	To a non-UC agency or organization, or to a UCSB employee for off-campus use longer than 6 months, whether at home or abroad for research. Must be pre-approved.
	To non-UC Loan Termination	To report the termination of a loan to non-UC agency or organization, or UCSB employee off campus.
Borrow	Borrowed Status Termination	To report the termination of borrowed equipment only.

Equipment Inventory Modification Request (EIMR)

EIMRs are used to record the acquisition of equipment in four situations:

1.	A granting agency or individual loans a piece of equipment to the University, during the course of the project or under other circumstances.	The DEPARTMENT prepares the EIMR and sends it to Equipment Management. Be sure to complete all necessary fields and attach a copy of the loan documents. This is critical because agencies do not always inform Equipment Management of loans; if the department does not, the asset is not added into the database and does not appear on any reports to the agency. Remember: the University is responsible for all loaned assets and must report them.
2.	An in-coming researcher brings inventoried equipment with him/her, at no cost (if UC pays for the equipment, a Purchase Order is issued).	THE DEPARTMENT prepares the EIMR, if the researcher is transferring from a non-UC; if the researcher is transferring from another UC, EQUIPMENT MANAGEMENT receives the EIMR from the originating campus and processes it.
3.	Title to equipment that originally vested with the awarding agency is transferred to the University at the end of the contract.	EQUIPMENT MANAGEMENT prepares the EIMR, after having received written authorization from the agency.
4.	The value of a fabrication crosses the \$5,000 inventoried equipment threshold.	EQUIPMENT MANAGEMENT prepares the EIMR.

Property Tag Distribution Report

PROPERTY TAG DISTRIBUTION REPORT

The property tags attached to this DISTRIBUTION SHEET are for the item(s) of inventorial equipment on this Purchase Order. When the equipment arrives, affix the property tag(s) to the corresponding piece(s) of equipment.

Write down the serial number(s) - if any - for entry into the ASSET INFORMATION UPDATE FORM. If any of the pre-printed information on this form (manufacturer, model number, building, room, custodian) is missing or incorrect, please also include it on the ASSET INFORMATION UPDATE FORM.

If this section is highlighted, the University does not hold title to the indicated item(s). Title vests with either the Federal Government, State of California or another external agency. In addition to affixing the UCSB property tag(s), please affix the additional non-UC title tags that are provided, in order to indicate clearly the non-UC title. If the Federal or other agency also provides you with its own tags, they must also be affixed to the equipment.

Department Name INST COLLAB BIOTECHNOLOGIES
Custody Code / Description 8-3830-59141 DCS CORPORTATION (DOD) APX03-S012 TASK ORDER 001 GR
Purchase Order Number GW0000116593

Asset Number	Asset Description	Manufacturer	Model Number	Serial Number	Asset Value	Building Number	Building Name	Room Number	Asset Custodian	Title	Alt Location
20158000425	Freezer-Lab, Upright, Isotemp, Ultra-low Temp, -86degC	Fisher Scientific	IU2886DRAK			8551	Psychology	3320		Federal	

NOTE: If title does not vest with UC, the third paragraph will be highlighted.