SUNY RF
The Research Foundation for
The State University of New York

The Research Foundation for The State University of New York

Property Management Handbook

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Introduction

This handbook describes the administrative policies and procedures of the Research Foundation for the State University of New York (RF) that relate to property management. It sets forth RF policy, requirements, and responsibilities for recording ownership, value, location and many other characteristics of property.

Within the context of this handbook property primarily includes equipment. The term property, equipment and assets may be used interchangeably in this handbook.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. The RF capitalization level is $5,000 or more.

Audience

The handbook is intended to be used by operations managers, principal investigators, campus property control coordinators and RF and SUNY staff responsible for property management.

Overview

The RF has an obligation to safeguard property and maintain appropriate internal controls over the property function. The RF must also comply with the Office of Management and Budget (OMB) Uniform Guidance in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principle, and Audit Requirements for federal awards.

Property Information

Property information is used for

- Financial Statements and other financial reporting
- Reporting to sponsors
- Facilities and Administrative (F&A) cost proposals
- Insurance
- Safeguarding and control of Assets

Property Control System

Real Asset Management Information System (RAMI) is the system used by SUNY and the RF to record and maintain equipment records. In accordance with Office of Management and Budget (OMB) Uniform Guidance, equipment valued at $5,000 or more and having a useful life of more than one year must be recorded in RAMI. The RF only capitalizes equipment that meet specific criteria see Capitalization Policy. The RF must comply with any sponsors that set a lesser capitalization threshold value. Operating locations may choose to use a lower level threshold for inventory purposes if it better suits their internal control purposes.

Capitalization Policy

Capitalization of property refers to recording of the cost of assets in the financial statements and depreciating those costs over the useful life of the asset. The RF only capitalizes equipment that meets specific criteria see RF Capitalization Policy.

Types of Property and System of Record

Type	Description	System of Record
Real Property	Land and anything growing on, attached to, or erected on it, that cannot be removed without injury to the land	RF General Ledger. Must be reported to RF Central Office Finance Office.
Buildings*	A structure with components such as walls, roof, plumbing and heating, ventilation and air conditioning (HVAC).	RF General Ledger. Must be reported to RF Central Office Finance Office.
RF Leased Facilities*	Leased building or space.	SUNY AiM
Building Improvements*	Significant alterations or renovations with a cost that meets or exceeds $100,000 and increase the use of a building, enhance its efficiency or prolong its useful life by more than one year.	Must be reported to SUNY Controllers Office for SUNY facilities. Must be reported to RF Central Office Finance Office for RF owned or leased buildings.
Equipment* (including Leased Equipment)	Tangible personal property having a useful life of more than one year and cost equal to or greater than $5,000	SUNY RAMI
Software Development	Internally developed software over $1 million, See Capitalization Policy.	SUNY RAMI
Software Purchased	Software purchased with useful life of more than one year and cost equal to or greater than $5,000.	SUNY RAMI
Other Intangible Assets	Land use rights or easements, patents, copyrights, trademarks, permits and licenses over $1 million.	SUNY RAMI

***If insurance coverage is needed for RF buildings/improvements, RF leased facilities or RF equipment contact the RF Central Office Compliance Office.**

The procedures addressed in this document primarily address equipment.

Key Internal Controls

Objective: Equipment is recorded accurately and timely in the accounting system and RAMI.
Control: A reconciliation process which compares equipment purchased in accounts payable to records in RAMI should be performed on a periodic basis to meet the objective that equipment is recorded accurately and timely. Finance staff in RF Central Office monitor the reconciliation reports and take corrective action as necessary.

Objective: Equipment is properly safeguarded.
Control: Equipment must be tagged with appropriate decals.

Control: Per Uniform Guidance 200.313 (d) (2), "A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years." While Uniform Guidance applies to property purchased with federal funds, a physical inventory of all RF property is considered a best practice. Documentation must be maintained to support the process followed and the results obtained.

Objective: Equipment is adequately insured.
Control: The RF Compliance Office reviews coverage annually and updates policies as required.

Objective: Sales, transfers and dispositions are properly approved.
Control: Disposal is approved by the property control coordinator and Operations Manager or delegate. The transaction must be documented on the Property Status Change request or equivalent document.

Responsibilities

The **central office** is responsible for corporate oversight and control, which includes

- establishing RF policies and procedures pertaining to the management of property and disseminating information related to these policies and procedures to appropriate operating location officials.
- maintaining the RF business system.
- reporting property in the financial statements in accordance with generally accepted accounting principles (GAAP).
- including property in F&A cost proposals in accordance with Uniform Guidance.
- collaborating with SUNY to maintain RAMI.
- assisting operating locations in obtaining and maintaining insurance.
- assisting operating locations in carrying out property function responsibilities.

The **RF operations manager** is responsible for ensuring that

- internal controls over the property function are in place and functioning as intended.
- appropriate procedures and processes are established for the property function.
- procurement guidelines are followed when purchasing property.
- property is decaled as appropriate.
- property records in RAMI are complete and accurate.
- periodic physical inventories are performed.
- property reconciliation process is performed timely (within 90 days of payment date).
- sponsor reports are submitted, as required.
- property insurance requests are transmitted to the RF Central Office Compliance Office.

- central office policy and procedure information is followed.
- property is properly disposed of.

Property Acquisition

Types of Property

See table in introduction section.

Kinds of Acquisition

When equipment is acquired for the support of sponsored research projects and sponsored instructional programs, the money for the acquisition and the equipment purchased with it must be accounted for and managed by RF policies and procedures. The accounting and management may also have to comply with sponsor policies and procedures.

The ways RF managed equipment can be acquired include:

- procurement
- multiple funding purchase
- loan
- lease
- donation
- equipment in progress/fabricated
- surplus
- equipment trade-in

Procurement

RF procurement policies and procedures must be complied with.

Equipment must be recorded timely (within 90 days of payment date) and accurately in RAMI. Each location needs to develop its own process for forwarding purchasing and receiving information to the property control office so that the equipment can be recorded in RAMI.

Multiple Funding Purchase

Equipment often is purchased using more than one funding source. It is important to identify and record title to equipment purchased with more than one funding source. New York State policy indicates that any percent of contribution by the State must result in complete title vesting with the State; joint title is not permitted between the RF and the State. For guidance on split funded purchases between the RF and other entities (i.e. campus Foundation) please contact the RF Central Office Finance Office.

Loan

If equipment is loaned to a principal investigator for the pursuit of sponsored project goals and with the sponsor retaining title, that equipment must be reported to the office in charge of property control so that it can be tagged and recorded in RAMI. Equipment furnished by a sponsor is called "sponsor furnished property" and equipment furnished directly from the government is called "government furnished equipment" (GFE). If equipment insurance is needed contact the RF Central Office Compliance Office.

Lease

All leased equipment costing $5,000 or more should be tagged and recorded into RAMI. The status code in RAMI for leased equipment should be code 11- operating lease. At the termination of the leasing period, the equipment may be returned to the leasing agency and the equipment should be retired from RAMI.

A lease is defined as a contract (i.e. an agreement between two or more parties that creates enforceable rights and obligations) that conveys the right to use an asset for a period of time in exchange for consideration. To be a lease, a contract would have to meet both of the following criteria:

- Fulfilment of the contract depends on the use of an identified asset
- The contract conveys the right to control the use of the identified asset

Donation

Equipment can be donated to SUNY or to the RF. Donated equipment may qualify the donor for a tax credit if donated to SUNY or to the Research Foundation. All tangible personal property received by the RF needs to be accepted and recorded in the Grants Management module of the RF business system in a timely manner. Acceptance of gifts and non-cash contributions must be in accordance with the Gift Acceptance Policy.

Recording Donated or Contributed Equipment

Donated equipment must be recorded timely and accurately in RAMI.

IRS and Other Federal Regulations

If a donation or contribution is offered and a tax credit is requested by the donor, then IRS Form 8283(Noncash Charitable Contributions) is to be completed and submitted by the donor, and acknowledged by the RF to certify the donation or contribution. An independent written appraisal of the valuation of the asset must be performed if the donation is valued over $5,000 and certified to on IRS Form 8283 by the appraiser. This form and IRS instructions for its use are available at the IRS website.

The Form 8283 must be forwarded to the RF Central Office Finance Office, and is acknowledged and signed by an officer of the RF. The original form is given to the donor to document receipt and to enable a tax credit.

Any donated motor vehicle, boat or airplane must be acknowledged by the RF by also submitting Form 1098C to the IRS (contemporaneous written acknowledgement). The RF Compliance Office coordinates the acquisition of necessary information from the campus regarding the donation and completes and forwards the form to the IRS and the original donor. Copies of Forms 8283 and 1098C are maintained in the Compliance Office.

When the certification is complete, the RF Central Office Finance Office notifies the operations manager. The operations manager must notify the campus office responsible for the property control function, who enters the information into RAMI. This is an internal control to ensure that all property donations or contributions for which a tax credit is given are recorded in RAMI.

Donated or contributed assets in which the donor has claimed a tax credit must be tracked for 3 years. If the asset is sold or disposed of within 3 years, the IRS must be notified via IRS Form 8282. This form and IRS instructions for its use are available at the IRS website. See also section on disposition of donated assets (Donated Equipment) for additional information.

Donated or Contributed Asset Valuation

Donated or contributed property should be recorded at the fair market value at the time of the donation. Real property (land and buildings) should have a written appraisal to obtain the fair market

value. Personal property (equipment, vehicles, etc.) should also have an appraisal, or the value may be obtained via another reasonable, reliable, cost-beneficial method that will meet the criteria of OMB Uniform Guidance.

Equipment in Progress (EIP)

EIP assets are purchased over time and/or are developed on campus and placed in service at a later time. Fabricated equipment is one type of EIP and generally is assembled and constructed rather than purchased. EIP property should be reported by principal investigators to the operations manager or the property control coordinator so that the property can be tagged with decals and tracked through RAMI.

Costs involved in fabrication include materials and labor. Purchase of components, shipping charges, and other costs may be involved. When feasible, all of these costs should be summed to arrive at a total value for the fabricated piece of property. The total value if its $5,000 or greater should be entered into RAMI as a single asset with a single asset number. All costs need to be documented to support the value determined.

EIP assets should be classified with the asset class code of 980200 (Equipment in Progress) prior to them being placed into service. This class code will help track the costs of the assets but will defer the capitalization until it is placed into service. Equipment in Progress assets are rare and are normally very expensive assets that are being developed on campus.

The process for tracking equipment in progress is as follows:

When initial parts are purchased:

1) Assign an asset number for the asset and add it to RAMI for the original cost
2) The class code 980200 (Construction in Progress) should be used
3) The date capitalized and the date purchased fields in RAMI should have a future date (at least a year or two beyond when completion is expected) Input all other RAMI fields as normal.
4) Add the amount paid to date into the purchase cost field in RAMI.
5) The initial status code should be 06 (Not in use).

When additional parts for the asset are purchased:

1) Update the purchase cost of the asset in RAMI to add the cost of additional parts that were purchased.

When asset is placed in service:

1) Change the class code of the asset in RAMI and assign proper class code which will dictate the useful life of the asset.

2) Change the Date Capitalized and Date Purchased fields of the asset in RAMI to the date that the asset was placed in service.

3) The status code should be changed to 01 (in use) and the depreciation code should be changed to an SL (straight line).

Capital improvements (improvements to non-movable items such as fume hoods or the construction of a field station) should also be reported to the Controller's Office at SUNY System Administration.

Surplus

Surplus property consists of property that is obtained through University, State, and Federal surplus repositories. Surplus property is subject to tagging and inventory requirements.

Equipment Trade-In
Refer to (Equipment Trade-In) in section Obsolescence Leading to Surplus or Scrap.

RF Agency Equipment
Equipment that is purchased on RF agency awards also referred to as contracted services awards is the responsibility of the third party. Title to these assets remain with the third party and the campus is responsible for establishing procedures related to the management of these assets.

Decals and Tagging

Equipment needs to be tagged with appropriate decals in order to be adequately safeguarded.

Decals

Kinds of Decals

Federal regulations in OMB Uniform Guidance specify that "Property owned by the Federal Government must be marked to indicate Federal ownership." The RF extends this policy to all property coming under its management, requiring an RF decal on all such items. Other sponsors may require additional decals. The decals serve to identify property uniquely for inventory procedures, for audit, and for insurance coverage. Specific tagging requirements for sponsored owned or government owned or furnished equipment would be outlined in the award agreement or in the sponsor terms and conditions.

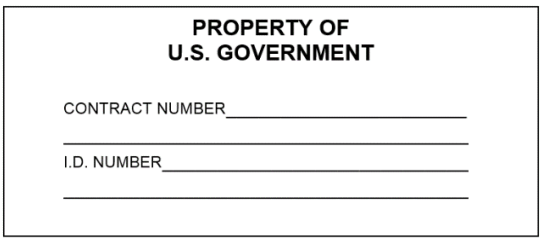
Research Foundation Decals

All equipment coming to the RF through sponsored funds or for use in sponsored programs must be tagged with an RF decal. An example of a Research Foundation decal is given below:

In addition to being tagged with an RF decal, equipment that remains owned by a sponsor may require other sponsor decals.

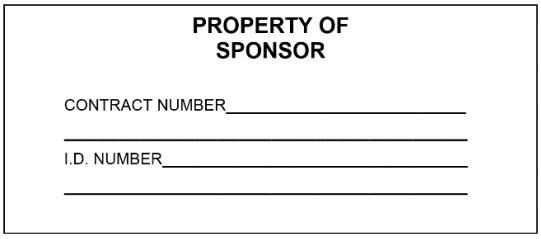
U.S. Government Decals

All equipment owned by the federal government may require a decal that specifies "PROPERTY OF U.S. GOVERNMENT." An example of a U.S. Government decal is presented below.



Other Decals

Other decals may be required by nonfederal sponsors. An example of a sponsor decal is presented below.



RF Decal Information

The presence of an RF decal signifies that the RF is the management steward for that piece of equipment. The decal header must read "Research Foundation for The State University of New York." The bar code relates to the asset number on the property control system database. With a bar code reader, important information can be transferred directly to RAMI. This information consists of campus code, equipment identification number, and stewardship designation. The bar code reader is optional; the same and more information can be entered through on-line channels. The 10-digit alphanumeric code below the bar is the asset number and gives the following information:

- The first two digits compose the **prefix**; it refers to the SUNY location at which the property is utilized. The two digits are the third and fourth digits of the five-digit SUNY campus code (leaving out the 28 that starts all of the campus codes and the zero that ends them).
- Alternatively, decals may specify the campus location by printing the campus name and using an 8-digit alphanumeric code, eliminating the campus designation prefix. The prefix or campus location designation is important when equipment is transferred.
- The next six digits compose the **unique equipment identification number** which is assigned by the property control custodian.
- The last two digits compose the **suffix**; it refers to stewardship. Research Foundation stewardship is indicated by RF or R0 (zero) as a suffix. "R" in the 9th position designates that the property is being managed as an RF asset.

Information on Other Decals

If sponsors request that a contract number (award number) and/or an identification number should be added to the decal, then the property control coordinator is responsible for adding these number(s) to the decal. Sponsors may not require tracking of these numbers on a database, but the numbers should be added to the information that is included in the Notes fields of the RAMI record.

Obtaining Decals

Operating locations are responsible for purchasing their decals from a vendor. The RF Central Office Finance Office is available to assist campuses in identifying vendors.

In some cases, the property control office will need to supply their own sponsor decals designed at the operating location. These decals can be obtained from an independent vendor.

Some sponsors, such as the Department of Energy, may furnish their own decals with identification numbers already included. If these decals arrive after the operating location has applied their own sponsor decal, then the equipment must be revisited, the applied sponsor decal must be removed, and the new decal provided directly from the sponsor must be applied.

Decal Number Log
Each operating location is responsible for keeping track of the decal numbers that they use so that orders for new decals will follow in the sequence previously assigned.

Cost of Decals
The operating location is responsible for the cost of the decals.

Tagging Equipment

Time of Tagging
When feasible, decals should be affixed as soon as equipment is received. Operating locations should develop a process that provides reasonable assurance that equipment gets tagged in a timely manner after receipt. A RAMI record cannot be created for an asset until it has been assigned an asset number or physically tagged with an RF decal.

Placement of Decals
Decals should be placed so that they can be accessed for subsequent inventory and audit procedures. If equipment requires installation within a housing, then provision should be made for an access port. Decals should also be placed where they will not be damaged.

Problem Tagging
Some equipment can be difficult or impossible to tag. Software is an example. Other examples are: 1) a diffusion pump becomes very hot during operation and a decal would burn if affixed to its housing, 2) certain optical lenses are too narrow to accept a decal, 3) some antiques and works of art could be defaced by tagging, and 4) some equipment is so delicate that tagging would be inadvisable. An asset number must be assigned and a record created in RAMI even when equipment cannot be tagged.

Decals for items that can't be tagged should be kept in a secure location. A description of important features of the equipment should be noted in the RAMI Description field. A notation should also be made in the RAMI Additional Notes fields that the equipment has not been tagged.

Documentation
In these problem cases, careful documentation must be made and kept by the office in charge of the property control function and by the appropriate principal investigator. The documentation should include the location, responsible person(s), and where possible, manufacturer, serial, and model numbers. This documentation must provide a clear trail for inventory and audit.

Tagging Purchased Equipment
The source of funds and the vesting of title for purchased equipment necessitate different tagging requirements.

The following table describes the various procedures for tagging purchased equipment.

If purchased with...	and title vests...	then affix...

sponsor or RF funds	with the RF	an RF decal.
	with the sponsor	an RF decal and a U.S. Government or sponsor decal if required. The RF decal provides an audit and inventory trail. The other decals provide compliance with specific sponsor guidelines for tagging. If the sponsor sends its own decal, it must replace any RF generated sponsor decal that may have already been placed on the equipment.
sponsor or RF funds from multiple accounts	with the RF	just one RF decal. This decal is assigned an asset number with a suffix of RF or R. In RAMI, individual records are made for each contributing account, each having the same asset number but differing in the 10th digit of the asset number (....R1, ...R2, ...R3, etc.).
	at least in part with a sponsor	an RF decal and a sponsor decal for each funding source.

Tagging Loaned or Donated Equipment

The following table describes the tagging procedures for equipment acquired by loan and donation.

If the property was acquired by...	and title vests...	then affix...
loan	the sponsor	an RF decal to the equipment as well as a sponsor decal. The RF decal maintains control over the equipment.
donation	the RF unconditionally	only an RF decal to the equipment.

Lease

Leased equipment should be tagged with an RF decal and recorded in RAMI.

Equipment in Progress/Fabrication Using Sponsored Funds

When equipment is fabricated using sponsor or RF funds, the tagging procedures are the same as for purchased acquisitions funded from single or multiple accounts. At the start of a fabrication a record should be initiated for the construction so that the contributing awards can be tracked with their participation amounts. This will determine the need for tagging. Any participating award towards an asset that eventually exceeds the OMB Uniform Guidance or sponsor limits, must have its tagging requirements met.

Tagging of Modifications

Modifications and enhancements to an original item are managed in the following ways:

- If purchased using the same award as the original item, no new decal is needed. However, the RAMI record for the original item is modified to include a description of the enhancement and the Gross Book Value (GBV) and Net Book Value (NBV) fields are adjusted. See the Real Asset Management System User Guide section on asset revaluations on how to process modification costs to the GBV and NBV fields.
- If purchased using a different account (from the original item) and title vests with the RF, the decal is maintained unmodified, but multiple records are established in RAMI with asset numbers differing in the 10th digit for each contributing account see (Tagging Equipment).

- If purchased using a different account (from the original item) and title vests with the sponsor, an appropriate sponsor decal must be affixed to the property as well as an additional RF decal. Separate records are established in RAMI. The modification or enhancement should be carefully described in the RAMI description fields of both records.

Recording Equipment in RAMI

Equipment must be recorded timely and accurately in RAMI within 90 days of payment date. Since property acquired for sponsored projects becomes a responsibility of the Research Foundation, it is important that the property control coordinator record this equipment in such a way that it can be distinguished from University equipment. Data entry procedures for RF assets are listed in the Real Asset Management System User Guide. Please also refer to the Data Elements and Definitions section in the User Guide. This section identifies the fields that need to be completed in order to comply with OMB Uniform Guidance requirements.

RAMI Functions

RAMI is the database in which **physical information** related to equipment is recorded; it assists with physical control of equipment and financial recordkeeping by providing depreciation data. Information in RAMI is used for various functions:

- tracking equipment for physical inventories, including purchased, loaned, donated, and fabricated items.
- recording equipment changes and disposition.
- determining depreciation and facilities & administrative (F&A) rates.
- interfacing with the property reconciliation process, thereby providing financial control of equipment. This interface process provides a method to ensure that all purchased equipment will be entered into RAMI for physical property management with the correct cost, description, location, asset number, and account number information.
- aiding in the management of time-dependent procedures related to equipment such as scheduling maintenance, reducing insurance coverage, and tracking warranties.

Property Reconciliation Process and Reports

The property reconciliation is the process to track property acquired in the RF business system and compare it to property recorded in RAMI to identify differences. The differences need to be reviewed and appropriate action taken. The reconciliation process is a key internal control to ensure that property is recorded accurately and timely in RAMI.

Elements of the Reconciliation Process

The reconciliation process involves the following:

- Reviewing the reconciliation reports.
- Checking accounts payable and property control documentation for each asset and making appropriate reconciliation adjustments to the records in the accounts payable (AP) module and RAMI.
- Manually purging records from the reconciliation reports when necessary.
- Documenting actions taken.

Equipment costing $5,000 or more must be reconciled. Locations must also reconcile items below $5,000 when the sponsor requires a lower equipment threshold or when the location has established a lower threshold for inventory purposes.

Reconciliation Reports

The RF developed the following reports to assist campuses in monitoring and reconciling equipment purchases for inventory tracking. Each campus is responsible for generating these reports on a periodic basis from the RF Oracle system. Operating locations must review, reconcile and purge records from the reconciliation reports in a timely manner deemed to be within 90 days of the payment date.

The cost data in the accounts payable (AP) system and RAMI must not differ by more than $500. In general, it should be possible to reconcile items to the $500 level or below. If the cost data requires an adjustment, RAMI data is generally adjusted by the property control office and AP data is adjusted by the accounts payable office. Thus, it is critical that a system of communication is established between the two areas to facilitate the process.

1. RF Property Purchase Order Reconciliation Report

   The RF performs an AP/RAMI reconciliation interface weekly by accessing RAMI records maintained by SUNY and AP records maintained by the RF. The interface process compares cost, purchase order (PO) number and award number for RF asset records in RAMI (identified by a Fund Code of "6") with similar information in the RF Oracle AP module for paid PO expenditures or PO invoice adjustments with expenditures types "equipment" and "supplies below threshold equipment". The purchase order reconciliation report is the result of this interface process. The report contains:

   - Property items appearing on both systems and the difference between the award amount in the AP system and the cost data in RAMI is greater than $500.
   - Property items will also appear on the reconciliation report if it has a record only on the AP module. This can occur for a variety of reasons, such as the asset is new and hasn't been

recorded yet into RAMI, or the asset has been recorded into RAMI with an incorrect PO number or incorrect award number.

2. RF Property Direct Payment Invoices/Adjustments Report

   This report identifies direct invoice payments and invoice adjustments made to expenditure types "equipment" and "supplies below threshold equipment." The report only lists invoice distribution amounts from the accounts payable module that have an "approved status" and a payment date posted in the system. The direct invoice payments and adjustments listed on this report are not processed against a purchase order in the RF Oracle business system.

   This report does not interface with RAMI and therefore requires all entries to be manually purged/removed from the report after they are reviewed.

Rules for Purging Records

Purging records from the property reconciliation reports means manually removing the records from the reports because an event has occurred and they are considered reconciled.

1. Records Listed on the RF Property Purchase Order Reconciliation Report
   a. If the cost data in RAMI and AP systems are correct but there remains a variance greater than $500; document why there is a variance and if the situation does not contradict sponsor and/or RF guidelines the record may be manually removed from the report. Note: In some instances supply type items are inadvertently charged to equipment expenditure types. If this occurs an invoice adjustment should be processed to transfer the supply cost to the correct expenditure type.
   b. If the cost data is incorrect in RAMI adjust the GBV field. When the cost in the AP system and the record(s) in RAMI are within $500 the record no longer appears on the report.
   c. If the cost data is correct in RAMI but incorrect in the AP system the AP office should process an invoice adjustment to correct the cost amount and possibly the expenditure type. When the cost in the AP system and the record(s) in RAMI are within $500 the record no longer appears on the report.
   d. If a record has an asset number change this will require manually removing the record from the report.
   e. If an asset was deleted from RAMI this will require manually removing the record from the report.

2. Records Listed on the RF Property Direct Payment Invoices/Adjustments Report
   All records that appear on this report must be manually removed from the report when the asset is properly recorded in RAMI and the campus has verified that the cost agrees to the AP system. If there remains a variance greater than $500 between the cost data in RAMI and AP system document why there is a variance and if the situation does not contradict sponsor and/or RF guidelines the record may be manually removed from the report.

How to Purge/Remove Records from the Reconciliation Reports

When records need to be manually purged from the reconciliation reports they are coded as reconciled in the accounts payable system so that they do not appear in future reconciliation reports.

Step	Action
1	In the RF Oracle system using the RF Reconcile PCS responsibility, open the Find Invoice Distributions form. Find the PO or payment in Oracle by entering any of the following fields on the Find Invoice Distribution form: Supplier Name, Supplier Number, PO Number or Invoice Number
2	Click Find to return the AP Invoice Distribution Lines related to the equipment you wish to reconcile. Locate the invoice distribution line that matches the one appearing on the reconciliation report.
3	Click the Reconcile box to insert a checkmark indicating that the equipment has been reconciled.
4	Click Update to save the transaction. If an AP Distribution Line has been reconciled in error, the user can uncheck the box and save the transaction.

Equipment Insurance

RF administrative property and equipment (i.e., property that is purchased using funds from an RF funded revenue account) is insured under the RF commercial property insurance policy. See the link to the RF administrative property insurance procedure below.

All other equipment is not insured unless insurance coverage is obtained from the RF Central Office Compliance Office. It is the campuses responsibility to contact RF Central Office to obtain equipment insurance. Insuring equipment that is located on campuses is a campus decision. If the sponsor requires equipment to be insured then coverage must be obtained. The campus should weigh the risk if they are not obtaining insurance on some equipment and make a business decision that is acceptable to them as outlined in the RF Responsibility for Losses Policy.

If insurance coverage is obtained operating locations should monitor insurance and coordinate continued coverage with the Compliance Office.

See Insurance Policy and Procedures Below:

Property Insurance Policy

Project Related Property Insurance

Administrative Property Insurance

Capitalization Procedure

Each quarter the Finance Office will review additions to RAMI and will capitalize assets based on the award purpose in RAMI, as well as the economic development or research infrastructure classification. See the Award Purpose Capitalization Matrix in the appendix section for award purpose codes used to determine capitalized assets and for additional information on Economic Development and Research Infrastructure related assets.

For more information related to defining the criteria for capitalizing RF assets please refer to the RF Capitalization Policy.

Asset Depreciation Methods

Depreciation is the process of allocating the cost of tangible property over a period of time. All capitalized assets should be depreciated using the straight-line method over the useful life of the asset class. An asset's life is the period of time over which services are expected to be rendered by the asset.

Depreciation is calculated based on the capitalized costs of the asset spread over the useful life of the asset. Depreciation of capitalized assets will commence in the month and year the asset is placed into service or use. The annual depreciation expense will be charged in the general ledger to the appropriate Fixed Asset classification. For a listing of the RF useful lives see the Building and Equipment Useful Life Schedule in the appendix section.

Equipment Maintenance

Equipment Inventory

OMB Uniform Guidance specifies that an inventory of federal property must be performed. It further states that, "A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years." Documentation must be maintained to support the process followed and the results obtained. Equipment records must be updated in RAMI based on the results of the physical inventory. This includes but not limited to updating equipment records for changes in location, condition or status.

While Uniform Guidance applies to property purchased with federal funds, a physical inventory of all RF equipment is considered a best practice. For example locations can maintain a perpetual physical inventory.

Changes in value, ownership, location

Equipment records in RAMI must be kept up to date and accurate. Changes in the attributes of an asset such as physical location, ownership/title, value/cost, condition, status, etc. must be updated in RAMI in a timely manner. Certain requests for changes require campus approval on the property status change request form such as transferring title to SUNY or to another institution, returning the asset to the sponsor, obsolete/scrap equipment, or selling the equipment.

Asset transfers to SUNY - When an RF asset costing $5,000 or more is transferred to SUNY ownership and was originally purchased with federal or federal flow through funds the SURF ownership code field in RAMI should be changed to a "T". Assets with a "T" SURF ownership code are not included in the campus F&A proposal. The asset number/decal and fund code should also be updated in RAMI. Asset transfers should be approved on the Property Status Change Request form. For procedures on asset number changes see forms section in Real Asset Management System User Guide.

Asset transfers out of the SUNY System also require campus approvals on the Property Status Change Request form. The asset should be retired in RAMI.

Maintenance may also be required to replace missing or damaged decals. Refer to the Real Asset Management System User Guide for procedures to update data in RAMI and procedures for requesting asset deletions or asset number changes.

Modifications to equipment valued above the OMB Uniform Guidance limit for value and service life must be documented in the RAMI record for the original piece of equipment to reflect any change in value. Additional requirements for tagging may also be necessary if the award purchasing the modification differs from that used to purchase the original item.

The table below describes how to tag and make database records in RAMI for modifications.

If the modification is paid for by...	Then...
the same award that funded the original equipment item	if the original equipment item is • recorded in RAMI, use its asset number to retrieve its RAMI record. • not recorded in RAMI, assign an asset number and create a record in RAMI.
	Modify the Gross Book value and Net Book Value fields to reflect the additional value resulting from the modification. Refer to Real Asset Management System User Guide section on Asset Revaluations.
a different award from the one that funded the original equipment item	Identify the asset number for the major property item. This number will end in RF or R0 (zero).
	Assign to each modification the asset number from the original property item with the 10th digit position changed (so that the numbers end in R1, R2, R3, etc.).
	Tag the equipment in the area that the change is made using an RF decal and other decals if necessary.
	Create RAMI records for the modifications. In the RAMI Notes field cross-reference to the original asset number. On the original asset cross-reference to the modification asset numbers.

Equipment Disposition

Equipment should be disposed of in an efficient and effective manner and should minimize any additional costs or maximize any revenue resulting from the disposition.

The ways title in RF equipment may be transferred or RF equipment may be disposed of include:

- Lost, Stolen or Damaged
- Return to Sponsor
- Surplus or Scrap
- Sale

Lost, Stolen, Damaged

Equipment may be lost or stolen, and equipment can be damaged beyond repair. In these cases the record for the equipment on the RAMI database needs to be retired.

Reporting

Equipment that is lost, stolen, or damaged (by accident or vandalism) must be reported. If an accident occurs during the normal project performance, there is no requirement for reporting to the Security Office. If an accident occurs as a result of outside influences, then the Security Office must be notified. An investigator sent from that office will, with help from the principal investigator and the property control office, file a report. The report is retained by the property office and a copy is sent to the RF Central Office Compliance Office.

If the campus requests the Compliance Office to file an insurance claim the campus should provide a copy of the campus security report along with a written statement from the principal investigator or individual who discovered the loss/damage and estimates for replacement/repair.

If the equipment was sponsor owned and if their guidelines so request, a report must be sent in a timely manner (within 30 days) to the sponsor informing it of the loss or damage and its cause.

If the lost equipment is a laptop or computer that could expose the RF to a potential information security breach the campus should contact their information technology services department to report the matter.

Associated Costs

Any cost associated with the repair or removal of damaged equipment is the responsibility of the operating location.

Documenting Loss

All losses of equipment must be documented on the Property Status Change Request or an operating location designed equivalent.

Disposition Procedure

In the case of equipment damaged beyond repair, its RAMI record is retired as soon as possible. In the case of lost or stolen equipment, the records may be retired immediately or may remain active until the next

full inventory (in the hope that the equipment will be recovered). At that time, if the equipment has not been recovered, the procedure described in the following table should be followed.

Step	Action
1	For damaged equipment, identify the asset number from the decal. For lost and stolen equipment, retrieve the asset number by searching the RAMI location or account fields. If the equipment was insured, its asset number will also be recorded by the Compliance Office. Principal Investigators can aid in this retrieval process if they can specify information that will help in the search process (acquisition date, location, award number that purchased it, etc.).
2	Update the status code in RAMI for lost, stolen and damaged equipment. Select the appropriate code for each incident. Refer to Real Asset Management System User Guide to select the appropriate code. Code lost and stolen property in the RAMI Status field as "re-inventory" and destroyed equipment as "damaged beyond repair."
3	Retire the equipment record in RAMI for damaged property. If the lost or stolen equipment can't be found after a re-inventory retire the equipment.

Project Termination

At project termination, if title vests with the sponsor, equipment may be returned to the sponsor. Termination may occur at the project completion date proposed in a grant award, or at some earlier date if the sponsor withdraws support or the principal investigator sees that the proposed project cannot be completed. Termination can also occur at a later date if the project support and property loan is extended past the original termination date. In any event, disposition of the equipment must follow certain guidelines for return, tagging change, and database record retirement.

At project termination, if title vests with the RF, equipment may be surplused or disposed of through the operating location's standard procedures.

At project termination a principal investigator may no longer want certain items of equipment provided by a sponsor or a sponsor may insist upon return of its equipment. In either case, the equipment must be disposed of according to sponsor guidelines and in a timely manner.

Disposition of Sponsor Equipment

The following table indicates the procedure to be followed in order to return equipment to a sponsor at project termination.

Step	Action
1	Review the sponsor's guidelines: • if there are no guidelines for disposition, then surplus or dispose of the equipment through normal operating location channels. • if there are disposition guidelines for disposition, then go to Step 2.
2	Contact the sponsor requesting approval for disposal. Request information concerning how equipment return should be made and to whom the equipment should be sent.
3	Complete the Property Status Change Request form.
4	Send the equipment to the sponsor and retire the equipment in RAMI.

Disposition of Research Foundation (RF) Equipment

At project termination a principal investigator may wish to surplus or dispose of equipment for which title vests with the RF. To surplus or dispose of this equipment principal investigators must use the Property Status Change Request or an operating location designed equivalent to indicate the desire to surplus or dispose and to obtain appropriate approvals. After obtaining the appropriate approvals, the RF equipment may be removed or disposed of through standard operating location procedures.

Obsolescence Leading to Surplus or Scrap

Equipment can become obsolete as instrumentation is developed having new and better functional capabilities. Equipment can also become obsolete as normal wear and tear degrade the functional performance of the instrument. The RAMI database has specific codes for documenting obsolescence and the Real Asset Management System User Guide should be referred to for determining which code to use in each case. When a decision is made that equipment is no longer wanted, disposition procedures are initiated and the equipment is removed from inventory. Costs associated with disposition are paid by the operating location.

Process

The process for disposing of obsolete equipment involves the following steps:

- initiate disposition by requesting approval for disposition on Property Status Change Request form or its equivalent.
- arrange to have the equipment physically removed.
- update RAMI.
- manage any revenues generated by the sale of the property.

Initiation of Disposition

Form

When equipment becomes unwanted, disposition must be initiated by the principal investigator on the RF Property Status Change Request form or an operating location equivalent form.

Approval

At a minimum, disposition must be approved on the form by the campus property control coordinator and RF Operations Manager or designee. If an alternate operating location designed form is used, approval must come from the above named officials (as a minimum) and any others that the operating location specifies as necessary. If the equipment is sponsor owned, the sponsor must be contacted with a formal letter requesting permission to dispose. If the sponsor does not give its approval, then it must be contacted for disposition instructions.

Surplus Assets

When approval has been obtained from all levels, an asset can be surplused by the property control office. Update the status code to surplus in the RAMI system.

Equipment Trade-In - Equipment can be traded-in. The gross cost of the acquired asset should be entered into RAMI, i.e. do not subtract out the value of the trade-in. The proceeds should be entered into RAMI for the asset that was traded-in. Refer to the section on Asset Disposals in the Real Asset Management System User Guide on how to record the proceeds.

Physical Removal and Disposition

The unwanted equipment is removed to surplus repositories. It may be kept as surplus for use elsewhere, promoted for sale, or discarded as scrap. If the condition is poor or worse, it will usually be scrapped. RF decals should be removed.

Costs of Removal

Costs associated with physically removing obsolete equipment are the responsibility of the operating location.

Database and Tagging Requirements

The RAMI Status code and disposal codes must be changed indicating obsolescence and the record must be retired from active status. RF decals should be removed.

Donated Equipment

Special disposition procedures may be required for donated equipment when an IRS tax credit was taken by the donor and the equipment is disposed of within three years of the donation. Usually in these circumstances IRS Form 8282 will be completed and signed by the campus and the original sent to the Finance Office to be forwarded to the Internal Revenue Service. Since all donations to the RF are made unconditionally, all donated equipment can be disposed of in any way that the RF feels is appropriate.

IRS Reporting Requirements

Internal Revenue Service (IRS) instructions for Form 8282 Donee Information Return (Sale, Exchange or Other Disposition of Donated Property) and Form 8283 Noncash Charitable Contributions Instructions provide guidelines that determine reporting requirements for property for which a tax credit is requested by a donor. These instructions contain specific information and are available at the IRS web site. See also the Donation section under the Property Acquisition Section in this handbook for additional IRS reporting requirements.

Donated equipment for which a tax credit was taken by the donor (donor submitted an IRS Form 8283) must be tracked for a three-year period from the date of the equipment donation. If disposition occurs three years or more after the donation, the IRS does not require reporting on Form 8282. If disposition occurs before the three-year period, then reporting on IRS Form 8282 may be required. Instructions attached to the form list specific requirements and exceptions for this reporting.

If IRS Form 8282 reporting is required, then the operations manager must contact the RF Central Office Finance Office. The campus coordinates the acquisition of necessary information from the original donor, previous donor, and successor donees, if there is one, as well as information on use of property, and must complete and sign Form 8282 and forward the original form to the Finance Office, who will submit the form to the IRS and the original donor.

Reporting Information and Time Limit

IRS Form 8282 should be referred to for identifying the specific information needed for form completion. In general, the disposing organization, the original donor, any previous donors and donees (should they exist), dates of donation and disposition, and amounts received at disposition must be identified.

If IRS Form 8282 needs to be filed, it must be sent by the donee (in this case the Research Foundation) to the Internal Revenue Service within 125 days after the disposition date. A copy of the form must be forwarded to the original donor.

Database and Tagging Procedures

If IRS Form 8282 is required for disposition of the donated equipment, that information should be recorded in the Notes field of the RAMI record. Central Office will notify the operating location when the form is submitted so that the RAMI record can be updated. When donated equipment is disposed of, the equipment record must be retired from RAMI. RF decals should also be removed.

Revenue from Disposition

Revenues generated from the disposition of donated equipment are returned to the operating location that disposed of the equipment.

Sale of Equipment

Sale of Fixed Assets

Operating locations should ensure the RF has title to the equipment prior to initiating a sale. If the asset is sponsor owned, the campus should review the sponsor guidelines and ensure that sponsor rules and regulations are followed. The campus should also obtain written approval from the sponsor prior to the sale of the asset. See also sections on Equipment Disposition and Project Termination.

Obtaining Approval for Sale of Assets

The Property Status Change Request form, or an operating location designed equivalent with appropriate approvals must be completed. The asset should be sold at Fair Market Value (FMV). FMV can be determined by obtaining a written appraisal, vendor quotations, or other reasonable methods for establishing the FMV. If FMV is estimated to be greater than $10,000, three written bids or quotes should be obtained if feasible or a sole or single source justification should be obtained. Documentation for the bids/quotes should be maintained. Each operating location is responsible for establishing procedures, forms, and internal controls over the sale of assets which includes maintaining the necessary supporting documentation.

Retiring records from RAMI

Upon receiving payment for sale of an asset, the campus can retire the equipment from RAMI. The campus should enter the net proceeds into the Proceeds field in RAMI. See section on Equipment Disposition for disposition procedures. The campus should also print a copy of the asset from the asset inquiry screen in RAMI if the asset was insured, the campus should notify the RF Central Office Compliance Office to discontinue insurance coverage.

Sales Revenues

RF owned

Revenues obtained from the sale of RF equipment are returned to the operating location from which the equipment was obtained. The operating location must identify the award to which the funds will be posted.

Sponsor owned

Revenues obtained from the sale of sponsor owned equipment are returned to the sponsor or may be directed toward project goals, as specified by the sponsor.

Recording Proceeds to Oracle

Campuses can apply proceeds from the sale of an asset to an existing award or establish a separate award.

Following are the applicable award setup elements for posting proceeds from the sale of assets:

Award Element	Description
Funding Source Name	Purchaser of equipment, or If establishing a composite award for recording proceeds from sales of equipment use "Multiple Funding."

Award Element	Description
Award Type	Nonsponsored
Award Purpose	Nonsponsored Income
Award NACUBO	It is recommended that the NACUBO code of General Institutional Support is used.
Project NACUBO	Should be coded based on how the campus anticipates spending the funding.
Burden Schedule/Rate	TDC Zero/0.00 Note: F and A rates can be applied via a rate or through a manual calculation.
Billing Distribution Rule/Revenue Distribution Rule	Event/Event
Budget	Equal to the cash received from the sale of the asset.

Notifying Central Office

OMB Uniform Guidance 200.443 specifies that gains and losses on disposition of depreciable property be included as credits or charges in the year in which they occur. When a campus sells equipment, it is required to notify RF Central Office Finance Office to ensure that it is properly recorded in the RF financial statements and the campus facilities and administrative (F&A) cost proposal.

To ensure that the proceeds received from the sale are properly reported, the campus must send or fax the following items to the RF Finance Office:

- a copy of the completed Property Status Change Request Form
- a screen print of the asset from RAMI

Definitions and Acronyms

Equipment
Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. The RF capitalization level is $5,000 or more.

FMV – Fair Market Value. Dollar amount at which the asset/item could be purchased on the open market.

Internal Controls – Internal controls means a process, implemented by a non-federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: a) Effectiveness and efficiency of operations; b) Reliability of reporting for internal and external use; and c) Compliance with applicable laws and regulations.

OMB – The Federal Office of Management and Budget.

Principal Investigator (PI) – is generally the academic research member responsible for initiating and conducting extramurally funded research, training or a public service project. The individual may also be known as Project Director.

RAMI – Real Asset Management Information System. RAMI is the SUNY property control system. SUNY System Administration is responsible for the maintenance of the application. The system maintains both SUNY and campus Research Foundation assets.

SURF – State University Research Foundation (SURF) – the designation for the Research Foundation in the ownership codes that are used in the SUNY property control system (RAMI).

Uniform Guidance – The uniform administrative requirement, cost principles and audit requirements for federal awards. These requirements fall under OMB 2 CFR 200. The RF must comply with these requirements.

APPENDIX A - Equipment Expenditure Type List of Values and Definitions

Field Definition

Value	Description
EQP Commu Equip	EQUIPMENT – Communication equipment. Cost must be $5,000 or more.
EQP Commu Equip Lease Purch	EQUIPMENT – Communications equipment that is under lease purchase. Cost must be $5,000 or more.
EQP Furniture	EQUIPMENT – Equipment classified as furniture. Cost must be $5,000 or more.
EQP Furniture Lease Purchase	EQUIPMENT – Furniture under lease purchase. Cost must be $5,000 or more.
EQP Heavy Equip	EQUIPMENT – Heavy equipment being purchased. Cost must be $5,000 or more.
EQP Heavy Equip Lease Purch	EQUIPMENT – Heavy equipment under lease purchase. Cost must be $5,000 or more.
EQP IT Equip Other	EQUIPMENT – Information technology equipment that is not classified in another minor category. Can include Software purchases. Cost must be $5,000 or more.
EQP IT Equip Other Lease Purch	EQUIPMENT – Information technology equipment under lease purchase that is not classified in another minor category. Cost must be $5,000 or more.
EQP IT Printers	EQUIPMENT – Information technology printers being purchased. Cost must be $5,000 or more.
EQP IT Printers Lease Purch	EQUIPMENT – Information technology printers under lease purchase. Cost must be $5,000 or more.
EQP Library Audio Materials	EQUIPMENT – Any library audio materials. Cost must be $5,000 or more.
EQP Library Books	EQUIPMENT – Library books. Cost must be $5,000 or more.

Value	Description
EQP Library Doc Deliv Interlib	EQUIPMENT – Equipment used for interlibrary document delivery. Cost must be $5,000 or more.
EQP Library Elect Resources	EQUIPMENT – Electronic library equipment resources. Cost must be $5,000 or more.
EQP Library Hardware	EQUIPMENT –Library hardware. Cost must be $5,000 or more.
EQP Library Serials	EQUIPMENT – Library periodicals or journals. Cost must be $5,000 or more.
EQP Library Software	EQUIPMENT – Library software. Cost must be $5,000 or more.
EQP Medical Equip	EQUIPMENT – Medical equipment purchased. Cost must be $5,000 or more.
EQP Medical Equip Lease Purch	EQUIPMENT – Medical equipment under lease purchase. Cost must be $5,000 or more.
EQP Office Equip	EQUIPMENT – Office equipment. Cost must be $5,000 or more.
EQP Office Equip Lease Purch	EQUIPMENT – Office equipment that is under lease purchase. Cost must be $5,000 or more.
EQP Other Equip	EQUIPMENT – Any other equipment with a cost of $5,000 or more.
EQP Other Equip Lease Purch	EQUIPMENT – Any office equipment that is under lease purchase with a cost of $5,000 or more.
EQP PCs	EQUIPMENT – Personal computers purchased and cost $5,000 or more.
EQP PCs Lease Purch	EQUIPMENT – Personal computers under lease purchase. Cost must be $5,000 or more.
EQP Print Equip	EQUIPMENT – Printing equipment. Cost must be $5,000 or more.
EQP Print Equip Lease Purch	EQUIPMENT – Printing equipment under lease purchase. Cost must be $5,000 or more.
EQP Research Equip	EQUIPMENT – Equipment usable only for research, medical, scientific, or other technical project activities. Cost must be $5,000 or more.

Value	Description
EQP Sponsor Defined Equip	EQUIPMENT – Equipment defined by the sponsor, required for the project, and cost must be less than $5,000.
EQP Unallocated Equipment	EQUIPMENT – Equipment budgeted under major equipment but not allocated under a minor category. Cost must be $5,000 or more.
EQP Unallowable Equip	EQUIPMENT – Equipment purchases that the sponsor will not pay for or allow. Cost must be $5,000 or more.
EQP Vehicles	EQUIPMENT – Vehicles purchased that are project-related. Cost must be $5,000 or more.
EQP Vehicles Lease Purch	EQUIPMENT – Vehicles under lease purchase that are project-related. Cost must be $5,000 or more.
SUP Below Threshold Equip	SUPPLIES – Equipment designated as below the $5,000 equipment threshold. Supply cost must be less than $5,000. This expenditure type should only be used if the campus is inventorying items in RAMI costing less than $5,000. These records will appear on the property reconciliation report and will need to be reconciled.

APPENDIX B - Real Asset Management System User Guide

Real Asset Management System User Guide

APPENDIX B – Property Status Change Request Form

Property Status Change Request

APPENDIX C - SURF Ownership Code

Field Definition

The following table provides the definition for SURF Ownership Code.

Filed Name	Description
SURF Ownership Code	This document describes SURF Ownership codes that are used in the SUNY property control system (RAMI). Property codes are assigned depending on how the property is used, how the property is acquired (different funding sources), and to whom the property belongs (ownership). Each code is related to one of the following categories of property: • RF Property Purchased with RF Money • RF Property Purchased with Other Than RF Money such as Sponsored Funds • Property Not RF Owned But RF Managed

List of Values

The following table provides definitions for the values for SURF Ownership Codes used in the SUNY RAMI system.

Value	Description
A	**Property Title Code in Oracle: Administrative** The purpose of this equipment is to support administrative operations. Sponsored program administration and general administration (ex. Campus Business Office). RF Property Purchased with RF Money (indirect cost recoveries) Title vests with the Research Foundation. Property Title on Property Reconciliation Report = A
B	**Property Title Code in Oracle: Organized Research** This equipment supports organized research activities. Organized research includes all research and development activities of an institution that are separately budgeted and accounted for. This property is primarily purchased on support and development awards. RF Property Purchased with RF Money (indirect cost recoveries) Title vests with the Research Foundation. Property Title on Property Reconciliation Report = B

Value	Description
O	**Property Title Code in Oracle: Other Equipment** This code is used when equipment does not fall clearly in the A or B categories listed above. For instance, equipment purchased for library services, institutional services, and the physical plant are examples of equipment that neither support administrative, research, or sponsored activities, but that are frequently purchased by the Research Foundation. This code can also be used when the campus does not require separate categories for Administrative Equipment (A) or Organized Research Equipment (B). This applies to equipment purchased from RF funded awards. RF funded awards have an award purpose code of "RF" on the property reconciliation report. RF Property Purchased with RF Money (indirect cost recoveries) Title vests with the Research Foundation. Property Title on Property Reconciliation Report = O
R	**Property Title Code in Oracle: RF Federally Funded Equipment** This code is used for equipment funded by federal sponsors using either direct or federal flow-through funds. This code is also used for NYS Education awards that are federal flow through and title vests with RF. RF Property Purchased with Other Than RF Money such as Sponsored Funds Title vests with the Research Foundation. Property Title on Property Reconciliation Report = R
N	**Property Title Code in Oracle: RF Nonfederal Funded Equipment** This code is used when equipment is purchased using nonfederal sponsor funds. This includes funding by New York State when title to the equipment vests with the Research Foundation. RF Property Purchased with Other Than RF Money such as Sponsored Funds Title vests with the Research Foundation. Property Title on Property Reconciliation Report = N
D	**Research Foundation Donated Equipment** This code is used when equipment is donated in support of sponsored programs. The code is applied to all property accepted by the Research Foundation through its policy for acceptance of gifts.

Value	Description
	RF Property Purchased with Other Than RF Money (or donated) Title vests with the Research Foundation. Property Title on Property Reconciliation Report = D Campus personnel must identify donated equipment.
C	**Property Title Code in Oracle: Sponsor: Contractor Acquired Equipment (CAE)** This equipment is obtained from a contractor by purchasing it with sponsor funds. The equipment may be owned by the sponsor or the contractor. This is determined in the agreement with contractor or sponsor furnishing the property. This code is also used for NYS Education awards that are not federal flow-through and title vests with the sponsor. Property Not RF Owned But RF Managed Title vests with the sponsor or contractor. Property Title on Property Reconciliation Report = C
G	**Government Furnished Equipment (GFE)** This property is furnished directly by the federal government with title remaining vested in the government. Property Not RF Owned But RF Managed Title vests with the government. Property Title on Property Reconciliation Report = None Campus personnel must identify GFE equipment.
L	**Loaned Property** This includes property that is on loan during a project other than GFE federal furnished property and CAE property. Property Not RF Owned But RF Managed Title does not vest with the Research Foundation. Property Title on Property Reconciliation Report = None Campus personnel must identify loaned equipment.

Value	Description
T	**Transferred Property** This property consists of items owned, wholly or in part, by the Research Foundation and were originally purchased with federal funds (ownership code of 'R') and subsequently transferred to SUNY ownership. Once the asset is recorded in RAMI as a State asset, the SURF ownership code should be a 'T'. Title vests with SUNY (State).
X	**No Property Purchased** This code is generally assigned to RF funded revenue awards. If the equipment was purchased from a sponsored award the campus should identify the appropriate property title code and update the code on the award in Oracle and ensure the correct SURF ownership code is listed in RAMI. Property Title on Property Reconciliation Report = X Campus should identify who has title to property.
U	**Unknown** Unknown is not a valid SURF ownership code. RF equipment in RAMI should be identified with one of the valid ownership codes as noted above. The campus should identify the correct code and update the property title code on the award in Oracle and also ensure the correct SURF ownership code is assigned to the equipment in RAMI. Property Title on Property Reconciliation Report = U Campus should identify who has title to property and update the property title in Oracle to a valid code listed above.
	SUNY: SUNY Owned Equipment This property title code is used when an RF award is established for equipment matching to a State account. Equipment is split funded with campus State funds. Ownership of all equipment funded from the RF award belongs to the State. Property Title on Property Reconciliation Report = None Equipment is listed in the property control system (RAMI) as a State asset and State codes are assigned.

APPENDIX D - Building and Equipment Useful Life Schedule

Building and Building Components

Description	Depreciation Method	Useful Life
General Construction	Straight Line	50
Site Preparation	Straight Line	unlimited
Roof	Straight Line	25
Interior Construction	Straight Line	30
Plumbing	Straight Line	30
HVAC	Straight Line	30
Electrical	Straight Line	30
Fire Protection	Straight Line	25
Elevators	Straight Line	25
Asbestos/Environmental Removal	Straight Line	30
Miscellaneous	Straight Line	25

Equipment and Other Assets

Class Code	Description	Depreciation Method	Useful Life
0XXXXX	M&O Equipment	Straight Line	13
1XXXXX	Food Service	Straight Line	11
2XXXXX	Auto/Vehicle	Straight Line	6
3XXXXX	Furniture	Straight Line	15
40XXXX	General Office Equipment	Straight Line	7
41XXXX	Printing & Related	Straight Line	10
42XXXX	Electronic Data Processing	Straight Line	5
43XXXX	Telecomm Equipment	Straight Line	5
5XXXXX	Audio/Visual	Straight Line	10
6XXXXX	Phys Ed/Rec	Straight Line	6
7XXXXX	Music Instr/Equipment	Straight Line	15
80XXXX	Lab Equipment	Straight Line	13

Class Code	Description	Depreciation Method	Useful Life
81XXXX	Chemistry Equipment	Straight Line	11
82XXXX	Physics Equipment	Straight Line	6
83XXXX	Instrumentation	Straight Line	13
84XXXX	General Lab Support	Straight Line	6
85XXXX	Arts & Crafts	Straight Line	7
9XXXXX	Hospital Furniture & Equip	Straight Line	8
951200	Nanotech Equipment	Straight Line	5
980100	Intangible Assets	Straight Line	Typically 5 but may vary
980200	Equipment in Progress	Straight Line	To be determined

APPENDIX E - Award Purpose Capitalization Matrix

The chart below identifies the award purposes that are considered administrative equipment and therefore capitalized. The chart also identifies the award purposes where the award could be classified as Economic Development or Research Infrastructure.

Value	Description	Administrative Equipment	Potentially Related to RSED
Affiliated Income (C)	Income associated with Affiliated Organizations established by the Research Foundation.	Yes	No
Balance (C)	An award established to record the balance of funds that remain after termination of a project supported by a fixed price award. (Included in IDC Controls - Limiting Cost to Budget.)	Yes	No
Building Reserves (C)	An award established for recording building reserves.	Yes	No
Campus Royalties (C)	An award for the purpose of receiving and expending royalty revenue. This includes payments to inventors.	Yes	No
Category Refund (C)	An award established for each campus location to post the cash resulting from a supplier refund.	No	No
Central Office Administration (C)	An award established for the purpose of administering central office budget allocations.	Yes	No
Clinical Practice Plans (A)	An award established for funds received from SUNY Clinical Practice Plan monies. (Included in IDC Controls - Limiting Cost to Budget.)	No	No
Clinical Trials (S)	Clinical Trial Agreements, used when the developer of drugs, compounds, devices, or other technologies needs an independent opinion concerning the drug or technology, or the developer wants confirmation of a suspected use of the drug or device. A Clinical Trial Agreement is used primarily in instances in which pharmaceutical companies provide materials or compounds to be used. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Conference (S)	An award established for receipt and expenditure of funds for conferences and seminars held at or by operating locations. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Contract (S)	An award established on the basis of a contract (agreement) through which a sponsor procures goods, services, or property from a contractor for use in carrying out the sponsor's business. A contract or agreement usually contains clearly defined performance requirements. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes

Value	Description	Administrative Equipment	Potentially Related to RSED
Cooperative Agreement (S)	An award established based on a legal instrument in which the parties agree to participate in a project that is intended to achieve a common objective. A cooperative agreement usually requires that all parties contribute financial and/or technical support. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Corporate GL Holding (C)	An award established for the purpose of capturing corporate general ledger costs via the grant system.	No	No
Corporate Reserve (C)	An award established for recording corporate reserves.	Yes	No
Corporate Restricted (C)	An award from a third party to be used in support of restricted corporate activities.	Yes	No
Cost Sharing (C)	An award established to track cost-sharing budgets and expenditures.	No	No
Gift Cash Corporate Restricted (C)	Cash donation from a third party to be used in support of restricted corporate activities.	Yes	No
Gift Cash Non Program Support (C)	Cash donation from a third party given as a philanthropic or other endowment activity. (Included in IDC Controls - Limiting Cost to Budget.)	Yes	No
Gift Cash Program Support (S)	Cash donation from a third party to be used in support of a specified research, training, or public service program. Example: Support for Professor X's cancer research. (Included in IDC Customizations Process.)	Yes	No
Gift Non Cash Corp Restricted (C)	Contribution of real or personal property from an individual or other entity, which is designated to be used in support of restricted corporate activities.	Yes	No
Gift Non Cash Non Program Support (C)	Contributions of real or personal property from a third party to be used for the general benefit of the campus. Example: Donation of equipment that is available to faculty, students, and/or the general public.	Yes	No

Value	Description	Administrative Equipment	Potentially Related to RSED
Gift Non Cash Program Support (S)	Contribution of real or personal property from an individual or other entity which is designated by the campus, to be used as program support for a specified program of research, training, or public service activities. Example: Donation of a microscope to support Professor Y's research on DNA.	Yes	No
Grant (S)	An award established on the basis of a grant award, which is an award of financial assistance that a sponsor makes to a grantee in order to support an activity the sponsor is interested in promoting. The grantee usually assumes only minimal obligations to the sponsor. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Interest Award (C)	An award established for each campus location to apply the quarterly sponsor interest that will be returned to the sponsor or used to fund future expenditures on the sponsored program award. (Included in IDC Controls - Limiting Cost to Budget.	No	No
Internal Award Sponsored	An award established to allocate part of a sponsored award (to another SUNY campus or to another P.I./department at the same campus). This award purpose code should be used when elements of the secondary award (e.g., start and end dates) are independent of the prime award.	No	No
Internal Award Nonsponsored	An award established to allocate part of a nonsponsored award (e.g. RF Funded) to another SUNY campus or to another P.I./department at the same campus. This award purpose code should be used when elements of the secondary award (e.g., start and end dates) are independent of the prime award.	No	No

Value	Description	Administrative Equipment	Potentially Related to RSED
Intergov Personnel Act (S)	Intergovernmental Personnel Act (IPA) Assignment Agreement, used when an employee of an educational institution is temporarily assigned to work at a federal agency (such as a Veterans Administration Medical Center) for a specified period of time, because of their expertise in a particular area. The federal agency agrees to pay the assignee's salary, fringe benefits, and sometimes travel expenses. The Agreement includes a description of the duties and responsibilities of the assignee. It also provides for the assignee to return to their position (or similar position) at the educational institution (Included in IDC Controls - Limiting Cost to Budget.)	No	No
Investment Reserves (C)	An award established for recording investment reserves.	Yes	No
Loan (C)	An award established based upon an authorized Central Office loan to another entity.	Yes	No
Miscellaneous Support (S)	An award established for funds received in support of a project from sources with no terms, conditions, or deliverables. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Nonsponsored Income (C)	An award established for funds received in support of activities not related to sponsored programs and not covered by another more specific award purpose. Generally to be used when the RF provides a service (not a sponsored program service) and receives cash that offsets administrative costs. Examples include: Fees received from an affiliated entity to offset campus costs for providing a service (i.e., payroll or IS service) to the affiliated entity; the proceeds from the sale of obsolete equipment; or the reimbursement of previously expended patent costs. (Included in IDC Controls - Limiting Cost to Budget.)	Yes	No

Value	Description	Administrative Equipment	Potentially Related to RSED
Other Agency (A)	An award established to serve as an agency account for a specific SUNY campus function. (Included in IDC Controls - Limiting Cost to Budget.)	No	No
Other Institutional Activity (C)	An award established for the purpose of capturing other SUNY institutional activity. It is primarily used to capture a portion of SUNY salary costs that are not charged via cost sharing or IFR.	No	No
Partnership Activity (C)	An award established for the purpose of recording activity from university-industry-government partnerships, done in cooperation with campus-based or related organizations. These entities limit liability to the RF and SUNY	Yes	No
Payroll Overpayment (C)	An award established to capture payroll overpayments.	No	No
Planned Giving CGA (C)	An award established for recording charitable gift annuities.	No	No
Planned Giving Clearing (C)	An award used to record planned giving receipts and serve as a clearing award. (Used by central office only.)	No	No
Program Income Restricted (S)	An award established for the receipt and expenditure of gross income for which there are accounting, spending, or reporting obligations set forth in sponsor guidelines or provisions, or OMB Circular A-110. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Program Income Unrestricted (S)	An award established for the receipt and expenditure of gross income for which there are no accounting, spending, or reporting obligations set forth in sponsor guidelines or provisions, or OMB Circular A-110. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Program Support Non-Cash (S)	A contribution of securities and real or personal property from a third party that will be used in support of specified program activities. This type of contribution is integral part of the grant and therefore requires financial and programmatic reporting as stipulated in the award. Example: Donated equipment to support a training program for the donor's employees.	Yes	No

Value	Description	Administrative Equipment	Potentially Related to RSED
Refund to Sponsors (C)	An award established to capture refunds to sponsors	Yes	No
RF Funded Restricted (C)	An award established for administering campus assessments. (Used by central office only.)	No	No
RF Funded Revenue (C)	An award established for the allocation of funds approved in the annual Research Foundation Financial Plan.	No	No
RF Funded TTO Regionalization (C)	An RF funded award established for the TTO regionalization hubs.	Yes	No
Service and Facility (C)	An award established to record the costs of an RF service or facility of benefit to sponsored programs administered by the RF.	Yes	No
Staffing Services (A)	An award established to record activity and administrative fees charged on fiscal and personnel staffing agreements. Under these agreements, the RF provides employee services and various fiscal services to SUNY or a SUNY-related entity (such as a campus-based foundation). (Included in IDC Controls - Limiting Cost to Budget.)	No	No
Subcontract (S)	An award established on the basis of a contract between a party to an original contract and the Research Foundation of SUNY to provide all or a specified part of the work or materials required in the original grant award. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Subgrant (S)	An award established on the basis of a grant award between a party to an original grant award and the Research Foundation of SUNY to provide all or a specified part of the work or materials required in the original grant award. (Included in IDC Controls - Limiting Cost to Budget.)	No	Yes
Suspense (C)	An award established to temporarily capture payroll expenditures that could not be expended against a valid Project/Task/Award. This situation can occur when a discrepancy exists in the charging instructions, such as an invalid labor schedule.	No	No
Third Party Recharges (C)	An award established to record the recharge costs associated with third-party use of a service center.	Yes	No

Value	Description	Administrative Equipment	Potentially Related to RSED
University Service Accounts (S)	An award established to accumulate charges from sponsored program accounts for a SUNY-provided support service, such as mail or central stores. (Included in IDC Controls - Limiting Cost to Budget)	No	No

Economic Development or Research Infrastructure

For awards related to economic development or research infrastructure, end users should utilize the descriptive flex field in award establishment indicating this activity. This field is not required and defaults to "No" for federal or federal flow through grants and other award purposes that would not potentially be related to this type of activity.

What is a research supported economic development or infrastructure award?

Generally, these specific sponsors provide support for economic development or infrastructure:

- Empire State Development Corporation (ESD)
    - New York State Office of Science, Technology and Academic Research (NYSTAR) now part of ESD
    - New York State Urban Development Corporation (now part of ESD)
    - Job Development Authority (now part of ESD)
- New York City Economic Development Corporation (NYCEDC)
- New York State Energy Research and Development Authority (NYSERDA) and
- Private Sponsors that provide funding for equipment, facilities or collaboration
  Generally, awards that are intended to create or support public/private partnerships where equipment or infrastructure will be purchased and the intent is that the equipment or infrastructure will be used by internal and/or external users (e.g. a service center).

What is not a research supported economic development or infrastructure award?

Most of RF activity would not fall into this category. The sponsored awards for organized research, training, instruction or public service generally are not for economic development or infrastructure.