

GOVERNMENT PROPERTY MANAGEMENT POLICY & PROCEDURES

Basic Principles. To meet the requirements of the federal government regarding management of government property, this policy covers the handling of government property on campus to establish a property control system for the control, use, maintenance, repair, protection, preservation, and disposition of government property in accordance with sound business practice.

Applicable federal regulations:

- ◆ 48 Code of Federal Regulations 45.5 and 45.511
“Federal Acquisition Regulations System” (FAR)
- ◆ Office of Management and Budget (OMB) Circular A-110

The US Department of Defense Manual for the Performance of Contract Property Administration¹ for government property management, as required by Federal Acquisition Regulation (FAR) Subpart 45, will be followed. According to the DOD Manual: “The primary objective of the property administration function is to attain efficient, economic, and uniform management of all Government property required for the performance of contracts. The function is mainly to administer the terms of contract provisions that specify the contractor's obligations to acquire, control, use, care for, report, and dispose of Government property” (C1.2).

Application: This policy applies to all equipment leased/on loan from the Government or bought with Government funds.

Administration. The Office of Sponsored Research will oversee the implementation of this policy. Personnel should complete the equipment and other such reports for submission to the Office of Sponsored Research in an accurate and timely manner. A copy of equipment report shall be given to the Senior Accountant in the Controller’s Office on an annual basis.

I. Acquisition, Receipt, Identification, & Record Keeping of Government Property

Government property can either be received on loan or purchased directly with federal funds. According to FAR 45.505, special tooling and special test equipment fabricated from materials that are the property of the Government shall be recorded as Government-owned immediately upon fabrication. When such equipment is received/fabricated on campus, the researcher will keep a record of the equipment and will email Director of Sponsored Research with the following information:

- ◆ Equipment name
- ◆ Manufacturer (if applicable)
- ◆ Model and Serial number (if applicable)
- ◆ Government assigned number (if applicable)
- ◆ Quantity
- ◆ Date of receipt (or fabrication)

¹ Manual is available at http://www.dtic.mil/whs/directives/corres/pdf/41612m_1291/p41612m.pdf .

- ◆ Disposition date and method
- ◆ Where the equipment will be located
- ◆ Approximate cost of equipment
- ◆ Information on project and award (including Banner Fund number) for which the equipment will be used.

All items, regardless of cost, will be tracked if they are on the equipment list from the federal agency. Only those items which are appropriate to be tagged will be issued numbered ID tags (for example, nuts and bolts do not need to be tagged given the limited cost and awkwardness of placement). The Director of Sponsored Research will issue a number ID tag in red (to differentiate this equipment from the blue tags indicating JCU-owned equipment) will place the tag on the equipment, and will maintain a running inventory of tagged equipment.

Any changes to inventory, researcher, use, or location must be reported to the Director of Sponsored Research . Any use of government property by subcontractors must be discussed with the Director of Sponsored Research regarding policy and procedures.

The Director of Sponsored Research shall conduct an inventory of government property on an annual basis. The inventory will be used to generate reports to the federal agency.

II. Maintenance & Storage of Government Property

Like JCU-owned equipment, government property should be maintained, repaired, protected, and preserved in accordance with normal business practices. Maintenance plans should follow manufacturer recommendations. Researcher will keep a record of repairs to the equipment. The Government agency should be contacted prior to initiating a repair; damaged parts will be disposed of upon approval of the Government agency.

Government property should be stored to provide security and protect from damage by water, insects and rodents, and deterioration by dust, temperature and humidity. Equipment should be able to be located in a reasonable amount of time upon request.

III. Consumption of Government Property

Occasionally, government property will be incorporated into an end item or consumed in the performance of the contract. Should this occur, the researcher will keep a record of the event and send such information to the Director of Sponsored Research .

IV. Disposition of Government Property & Closure

Upon termination of award if there are no plans to extend or renew the project by the agency, a physical inventory of property will be performed by the Director of Sponsored Research . The researcher should contact the Director of Sponsored Research to provide information and set up an appointment to perform the inventory in accordance with existing federal guidelines.

The federal agency will be contacted to request disposition instructions.