Electronic Verification of Equipment (E.V.E.)

Revised: 09/14
FSS/PPS No. 05.01.09
Issue No. 3
Reviewer: Director of Materials Management and Logistics
Effective Date: 06/25/03 (E5Y)
Review Date: 02/17

01. POLICY STATEMENTS

01.01 This PPS establishes the policies and procedures for the Materials Management and Logistics department conducting reviews of equipment inventory in University departments.

01.02 The Director of Materials Management and Logistics (and his alternate) have delegated authority from the Texas State University President IAW Texas Government Code, section 403.2715 (c) to serve as the agency's (University) Property Manager (s). As such, the Director of Materials Management & Logistics may promulgate and implement policies/procedures to assure that University equipment is adequately documented and safeguarded.

01.03 Electronic Verification of Equipment (E.V.E.) will be performed for all equipment owned by the University, without regard to the source of funds from which the equipment was purchased, and equipment for which the University has fiduciary responsibility (including, but not limited to) equipment on loan and/or held in trust for others.

02. DEFINITIONS

02.01 Equipment - Capital assets (costing more than $5,000) as defined by the State Comptroller's Office in the SPA Process Users Guide Chapter 1- Capital assets. https://fmx.cpa.state.tx.us/fmx/pubs/spaproc/ch1/1_1.php

Controlled assets (such as electronic and computer equipment) as defined by the State Comptroller's Office in the SPA Process Users Guide Appendix A – Class Codes. https://fmx.cpa.state.tx.us/fmx/pubs/spaproc/appendices/appa/appa_6.php

02.02 Equipment Reviews - process by which the university's financial asset records for equipment assigned to departmental accounts are compared and updated with the physical location and condition of the items.

02.03 E.V.E. - Equipment reviews where Materials Management and Logistics staff use electronic equipment and inventory best practice methods to locate University tagged equipment assigned to departmental accounts.
03. PROCEDURES

03.01 Inventory Listing and Sample
   a) The Property Management Supervisor and Accountant generate a detailed inventory listing from the asset tracking database.
   b) The Property Management Supervisor and Accountant review the Inventory Listings and identify departments and buildings to be included in the monthly E.V.E. review. The Property Management Supervisor may consult with the Director of Materials Management and Logistics when there are questions and/or issues related to that month's departmental E.V.E.

03.02 Conducting Physical Inventory
   a) Under the direction and/or supervision of the Property Management Supervisor, Property Management personnel and seasonal workers will conduct the E.V.E. for the University.
   b) As part of the process the condition of the equipment is also checked and concerns are noted, for example, if there is obvious damage or abnormal change condition.
   c) Property Management personnel submit written documentation via email of the results from the departmental electronic equipment reviews to the Account Manager and the Director, Materials Management and Logistics at the end of each E.V.E. verification.
   d) If there is a problem locating or identifying a piece of equipment, the Property Management personnel work with the department personnel until it is resolved. The department must submit written documentation to the Property Management Office for transfers and stolen (or missing) equipment. The Property Management Office will assure that adequate documentation is provided by Account Managers or Department Heads for any items which are not located.
   e) The Property Management Supervisor and/or the Director, Materials Management and Logistics verifies that all inventories are correct and satisfactory and makes sure if there are any unresolved problems that they are reported IAW UPPS 05.01.01 para 04.02 (a) to the Vice President of Finance and Support Services (VPFSS) and other Texas State University officials as necessary.

03.05 Reporting
   a) The Director, Materials Management and Logistics submits a report to the VPFSS not more than 30 days after the end of each quarter for the E.V.E. reviews conducted during that fiscal year 90 day period. If the Director of Materials Management and Logistics determines that a serious problem exists related to equipment, he/she may contact/notify the Texas State University Director of Audit and Analysis, and other Texas State University officials as necessary.
   b) The E.V.E. inventory documentation is maintained on file at the Property Management Office. These documents are also used for audit purposes and to help verify that an inventory was completed.
04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<tr>
<th>Positions</th>
<th>Section</th>
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<td>Director, Materials Management</td>
<td>Review</td>
<td>February (E4Y-03)</td>
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<td>and Logistics</td>
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<td>Supervisor, Property Management</td>
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05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Materials Management and Logistics, Reviewer

Associate Vice President, Financial Services, Reviewer

Vice President for Finance and Support Services

Approved: _________________________________
Reviewer

Approved: _________________________________
Reviewer

Approved: _________________________________
Vice President for Finance
and Support Services