### Session Objectives

<table>
<thead>
<tr>
<th>Increase</th>
<th>Increase understanding of the “Big Picture”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand</td>
<td>Understand Roles &amp; Responsibilities for effective Department Property Management</td>
</tr>
<tr>
<td>Develop</td>
<td>Develop Working knowledge of policies and procedures</td>
</tr>
<tr>
<td>Identify</td>
<td>Identify and become familiar with online systems and reference tools</td>
</tr>
</tbody>
</table>
Why Property Management is Important to Stanford?

• Multiple “hats” that Property Serves
  • Compliance
  • Business Management
  • Asset Management
  • Stewardship
  • Financial
    • Indirect Cost Recovery (IDC)
    • Sponsor funds
Key Stakeholders

- Board of Trustees
- President & Provost
- External Partners
- University Partners
- Central Offices (CFO, AP, Internal Audit, etc)
- Schools and Departments
- Principal Investigators (PI)
- Auditors (ONR, PwC, DCAA)
- Sponsors (Federal, State, Private)

Stanford University
Driving Forces

The Regulatory Environment:
- Federal Acquisition Regulations (FAR)
- Agency-Specific Supplements (NASA, NIH, DoE)
- Office of Management and Budget - Uniform Guidance
- Generally Accepted Accounting Principles
- Specific Award Terms and Conditions

Determines Internal Policies:
- Administrative Guide
- Property Manual
- Research Policy Handbook
- Fingate

Which Initiates Our Procedures:
- Oracle Financial Systems
- Sunflower Database
- SPARC Platform — Stanford Property Administrators Resource Center

Stanford University
Financial Perspective

FY2021 Capital Equipment Acquisitions

- $83.5M: Stanford Acquired - Total
- $58.0M: Direct Charge Capital Equipment
- $19.7M: Sponsor Funded Capital Equipment
- $5.8M: Donations and Transfers

Over One Billion Dollar Asset Base!

Based on reconciliations posted to Fixed Assets
# Campus Support Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Ray</td>
<td>725-9839</td>
<td><a href="mailto:scottray@Stanford.edu">scottray@Stanford.edu</a></td>
</tr>
<tr>
<td>Kim Kaehler</td>
<td>723-2294</td>
<td><a href="mailto:kkaehler@Stanford.edu">kkaehler@Stanford.edu</a></td>
</tr>
<tr>
<td>Rachel Aguilar</td>
<td>723-2291</td>
<td><a href="mailto:rachel12@Stanford.edu">rachel12@Stanford.edu</a></td>
</tr>
<tr>
<td>Christine Aguilar</td>
<td>723-9848</td>
<td><a href="mailto:christine.aguilar@stanford.edu">christine.aguilar@stanford.edu</a></td>
</tr>
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### Sponsored Research

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Josh Strahan</td>
<td>721-7826</td>
<td><a href="mailto:jstrahan@stanford.edu">jstrahan@stanford.edu</a></td>
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<tr>
<td>Research Property Adminstrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Ray</td>
<td>725-9839</td>
<td><a href="mailto:scottray@Stanford.edu">scottray@Stanford.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
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### Surplus Sales

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<tr>
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<tbody>
<tr>
<td>Alex Perez</td>
<td>391-5542</td>
<td><a href="mailto:alex.perez@Stanford.edu">alex.perez@Stanford.edu</a></td>
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<tr>
<td>Surplus Property Sales Manager</td>
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<td></td>
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<tr>
<td>Jimmy Baca</td>
<td>996-0574</td>
<td><a href="mailto:jbaca82@Stanford.edu">jbaca82@Stanford.edu</a></td>
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<tr>
<td>Assistant Surplus Property Sales Manager</td>
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<tr>
<td>Stephen Magee</td>
<td>387-6355</td>
<td><a href="mailto:swmagee@Stanford.edu">swmagee@Stanford.edu</a></td>
</tr>
<tr>
<td>ReUse and Sustainability Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To find other DPAs, use the DPA Lookup Tool in the SPARC platform (sparc.stanford.edu)
Class Introductions
Primary DPA Roles & Responsibilities

- Be aware of activities within your organization
- Be an advocate for property management in your department
- Assist faculty and staff in handling property matters and understanding responsibilities
- Establish an effective communications network and be a reliable source of information
- Establish and maintain timely, complete, and accurate property records
- Ensure compliance and other requirements met during Biennial Inventory
- Attend property related training events
- Assist PMO with Audit activities
- Collaborate with your primary PMO liaison, the Property Programs Manager (PPM) on property issues
Top Three DPA Tasks:

1. Review, screen and approve Department capital requisitions
2. Tag, create, and maintain property records
3. Review and approve all Department excess activities

Effective communication and outreach are the keys to completing these tasks in a timely way!
System Interactions – “Behind the Scenes”

ORACLE
- General Ledger
- Purchasing
- Grants Accounting
- Fixed Assets
- Property Manager

Sunflower Database

Enterprise Reporting

OTHER
- iSpace Management
- HR/Peoplesoft
- DPA Data Entry
- SeRA

Stanford University
Asset Lifecycle

All phases involve management, auditing, and reporting to various cognizant parties.
Capital Equipment

Stanford University Capital Equipment Must:

- Cost $5,000 or greater (including tax and shipping)
- Have a useful life of more than one year (2 years if NASA owned)
- Not permanently affixed to building (free-standing)

Note: Software less than $1,000,000 is not capital unless it is an integral aspect of the equipment function – use ET 55410 for software, unless this very strict requirement is met.
Expenditure Types (ET)

Used to determine depreciation “allowability” & duration

Important to maintain consistency

See handout “Commonly Used Expenditure Types”
Acquisition Cost

This chart specifies the type of costs that are associated with capital equipment purchases.

<table>
<thead>
<tr>
<th>Include in Cost Use Capital ET</th>
<th>Exclude from Cost Use appropriate Non-Capital ET</th>
<th>Deduct from Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Unit Purchase Cost – e.g.: Microscope</td>
<td>Professional Services – e.g.: training</td>
<td>Trade-In value</td>
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<tr>
<td>Accessories – e.g.: lenses, magnifier, etc.</td>
<td>Extended Warranty</td>
<td>Educational Allowance/Discount</td>
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<tr>
<td>Sales Tax – where applicable</td>
<td>In-transit Insurance</td>
<td>Any other discount</td>
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<tr>
<td>Installation with Vendor Labor</td>
<td>Installation with Stanford Labor</td>
<td></td>
</tr>
<tr>
<td>Federal Excise Tax</td>
<td></td>
<td></td>
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<tr>
<td>Freight/Shipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purchase Requisitions

- The type of requisition controls ET use and routing:
  - Standard Capital Requisition
    - Allows use of capital ETs
    - Forces routing to include a DPA approver
  - ET use also controls routing
    - Capital ET routes to PMO end route
      - Requisitions, P-Cards, and Reimbursements
    - Using Multi type lines
Acquisition Methods

• Purchases
• Leases
• Loans
• Incoming Transfers
• Donations

Use the Standard Capital Equipment category of the purchase requisition for capital acquisitions (except leases)
Sales and Use Taxes

Local Sales Tax applies to all acquisitions by Stanford. If the tax is not collected by the vendor directly (out of state orders, etc.) it will be automatically charged internally, and sent to the State of California as “Use Tax”.

• Notable Exceptions:
  • Federal Ownership
    • If the item will be owned (not just funded but owned) by a federal sponsor, there can be no sales tax
    • Tax should be overridden at requisition stage
  
  • Research Equipment Tax Reduction
    • Research equipment is granted an approximately 4% reduction in California sales tax
    • Certain PTA/ET combinations are automatically given this reduction in the Procurement system – others must be requested case by case
Approver Responsibilities

• Approval Review
  ✓ The DPA is responsible to review the ET’s to identify any errors
  ✓ Complete screening
  ✓ Note the report number on the requisition

• Common Errors
  • Approval with an incorrect ET
  • Not entering the screening in the requisition

• How to avoid these errors
  • Make a reminder note with task list
  • Call your PPM – it never hurts to ask!
### Common Expenditure Types Used for Property and Equipment

#### "ET" Description Notes

<table>
<thead>
<tr>
<th>&quot;ET&quot;</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>52930</td>
<td>LEASE EQUIPMENT &gt; 1yr, &lt;$5K (Note 4)</td>
<td>&lt;$5K commit, &gt;1yr</td>
</tr>
<tr>
<td>52931</td>
<td>LEASE GENERI PURPOSE EQUIP &gt;$5K</td>
<td>&lt;$5K &amp; &gt;1yr (Auditor)</td>
</tr>
<tr>
<td>52941</td>
<td>LEASE SPECIAL PURPOSE EQUIP &gt;$5K</td>
<td>&lt;$5K &amp; &gt;1yr (Lab)</td>
</tr>
<tr>
<td>52981</td>
<td>LEASE EQUIPMENT 1 MO TO 1 YEAR (Note 4)</td>
<td>&gt;1 Mo, &lt;1 yr, any</td>
</tr>
<tr>
<td>32992</td>
<td>RENT OTHER (Note 4)</td>
<td>&lt;1 Mo or other rental</td>
</tr>
</tbody>
</table>

#### "ET" Description Notes

- **CAPITAL EXP SU OWNED (SSK AND GREATER)**
- **CAPITAL EXP NON SU OWNED (SSK AND GREATER)**
  - **Standard Capital Equipment**
  - **Useful Life**
  - **N/A**
- **SU VEHICLES** (Note 3)
  - **10 Years**
- **SU FIXED EQUIPMENT (Part of building, like a/c) (Note 1)**
  - **N/A**
- **SU MACHINERY TOOLS**
  - **10 Years**
- **SU OTHER EQUIP 10 YR LIFE**
  - **10 Years**
- **SU OTHER EQUIP 5 YR LIFE**
  - **5 Years**
- **SU EQUIP UPGRADE EXPANSION (Note 3)**
  - **5 Years**
- **SU PROCEDURES DISP CAP EQUIP (SALE)**
  - **N/A**

#### "ET" Description Notes

- **NON-CAPITAL EQUIPMENT**
  - **(Standard Goodies)**
- **SUPPLIES MTL NON CAP EQUIP OFFICE**
  - Postage machines, shredders, etc.
- **COMPUTERS AND PERIPHERAL DEVICES**
  - Keyboards, cables, printers, etc.
- **LAB SCIENTIFIC NON CAP EQUIPMENT**
  - Lab equip <$5K

#### "ET" Description Notes

- **MATERIALS & SUPPLIES**
  - **(Standard Goodies or Standard Blankets)**
- **SUPPLIES MTL NON CAP EQUIP OFFICE**
  - Paper, pens, toner, etc.
- **SUPPLIES MTL OFFICE NONLAB**
  - Kitchen, cleaning supplies, etc.
- **LAB SUPPLIES & LABOR**
  - Test tubes, materials, etc.
- **CHEMICALS COMPRESSED GAS**
  - Oxygen, HCl, etc.
- **LAB ANIMAL PURCHASES**
  - Rea, frogs, etc.

#### "ET" Description Notes

- **POSTAGE AND SHIPPING** (Standard Goodies)
- **CODING**
  - Stamps, fedex, etc.
- **SHIPPING HANDLING (Note 2)**
  - Non-cap freight charges
- **SOFTWARE LICENSES (Standard Goods)**
  - MS Office, Word, Excel, etc.
- **COMP-SOFTWARE LICENSES (Note 3)**
  - MS Office, Word, Excel, etc.

#### "ET" Description Notes

- **REPAIR & MAINT (DONE BY VENDOR)**
  - (Standard Services)
  - Incl. maintenance agreements
- **EQUIPMENT REPAIR AND MAINTENANCE**
  - Equipment warranty or repair
- **VEHICLE REPAIR AND MAINTENANCE**
  - Vehicle repairs by external vendor

#### "ET" Description Notes

- **MIXED EXPENSES (Varies)**
- **PROF SERVICES - ALLOWABLE**
  - I.e. Training, Drawings, Movers, etc.
- **CHARGES TO/FROM OTHER DEPTS**
  - Interdept Sales and other charges
- **OTHER PERMITS (Note 7)**
  - Non-Taxable Lic Fees
- **UTILITIES AND INCENTIVES PROGRAMS**
  - Freezer Rebates

Note 1: MUST be on a capital project account (use Standard Capital Project)
Note 2: Effective 9/1/03 should be charged to same ET used for the capital asset
Note 3: Must meet specific criteria, contact PMO before using
Note 4: Lesse ET Definitions REVISED April 2010
Note 5: For fabrication components acquired from Stanford Stores only (iJournals)
Note 6: Software is capital IF integral to basic equipment functionality OR greater than $1M
Note 7: Non-Taxable license fees or other permits
Note 8: Taxable vehicle fees are coded as capital

For more complete definitions see the Chart of Accounts section in Fingare.
https://stanford.app.box.com/v/fingate-ob-exp-type-active
Pre-Purchase Screening

CHECK FOR EXISTING ASSET AVAILABILITY TO AVOID UNNECESSARY OR DUPLICATIVE PURCHASES

A POTENTIAL COST SAVINGS TO THE UNIVERSITY

MAXIMIZE RE-UTILIZATION

AUDITABLE COMPLIANCE REQUIREMENT

Run report in SPARC, enter the Search ID# in the approver notes
Capital equipment requisition created
DPA review, screening and approval
Department financial approval(s)
PMO end route approval
Requisition becomes a Purchase Order
Leases

FASB* requirements:

*Federal Accounting Standards Board

1. Leases must be reported on financial statements in more detail
2. Full disclosure of lease liabilities
3. Differentiation between financial and operating leases

But what does that mean for me, the DPA of my department?
Leases

Requisition Types

• Standard Equipment Lease
• Standard Equipment Lease Change Order

Lease Expenditure Types

<table>
<thead>
<tr>
<th>ET</th>
<th>Type</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>52910</td>
<td>Lease Equipment</td>
<td>&gt;1 Year / &lt; $5,000</td>
</tr>
<tr>
<td>53921</td>
<td>Lease General Purpose Equipment</td>
<td>&gt;1 Year / &gt;$ 5000</td>
</tr>
<tr>
<td>52951</td>
<td>Lease Special Purpose Equipment</td>
<td>&gt;1 Year / &gt;$ 5000</td>
</tr>
<tr>
<td>52981</td>
<td>Lease Equipment</td>
<td>&gt;1 Month and &lt;= Year/ any amount</td>
</tr>
<tr>
<td>52992</td>
<td>Rent Other</td>
<td>&lt;1 Month does not qualify as any of the above</td>
</tr>
</tbody>
</table>
Additional lease elements to be considered at the requisition phase:

• Is there an option to renew, and is it likely you will? This may impact the ET. (for those 1 year or less but likely to renew)

• The total commitment for the life of the lease should be entered – not just one month, one year or other portion.

• If maintenance or other charges are in the agreement, but not part of the actual lease payments, they should be on the same requisition, coded correctly
Tagging and Recording Leased Assets

- Leased equipment must be tagged and recorded in the Sunflower Database.
- Leases are part of the “Unmatched” review and monitored monthly by PMO.
- You will receive notification if you have an outstanding lease.
Incoming Loans

Incoming loans are comprised of property which has been provided to Stanford free of charge, for a specified period of time (short or long term), by an institution or individual. Loans of equipment originate primarily for:

<table>
<thead>
<tr>
<th>Loan Purpose</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer Evaluation</td>
<td>Contract</td>
</tr>
<tr>
<td>Clinical Trial Support</td>
<td>Trial Agreement</td>
</tr>
<tr>
<td>Other Sponsored Research Support (Including Collaborative Research)</td>
<td>Complete a Research Related Agreement (RRA) form in SeRA</td>
</tr>
</tbody>
</table>

Notify your PPM for all incoming loans of any type!
Stanford Loan Form – Incoming

Property Management Office Website > Forms and Documents
Incoming Transfers

Transfer of equipment from/to other institutions may require considerable effort, and certain information will be requested from the DPA. A complete list can be found in the Property Manual Chapter 2.4 Section 3 – 37.

The following apply in all cases:

• Itemized list of equipment transferring
• Name and contact information for relinquishing/receiving institution
• Original funding sources(s) of the equipment(federal, other)
  • Are there transferring grants with the equipment?

Note: Sponsor owned transfers must be facilitated by PMO, contact your PPM.
Donation Requirements

- In all cases, there must be a letter of intent from the donor, which can vary from a simple email to a multi-page donation agreement.

- Donations of used equipment, donations from individuals, and non-manufacturing businesses will be evaluated by PMO, and the fair market value will be established. In the case of new equipment, fair market value will be the manufacturer’s suggested retail price (MSRP) for PMO use and recording of capital equipment donation.

- The recipient department will generate a requisition for donations which are considered Capital Equipment, contact your PPM for guidance.

- Per the IRS regulation, donated equipment must be kept for a minimum of three years.

- Some donors may require additional documentation – contact your PPM

*Be sure your Department knows to contact you as soon as they are aware of an incoming donation.*
University Assets are to be used *only*: 

- By Stanford or Stanford Authorized Personnel
- In Support of University activities (research, teaching, and administration)
- In a Stanford or Stanford-approved location
Capital Cost Transfer

PMO – 5010 (STARS)
1:1 Zoom with PPM
For more information about CCT:

# Asset Identification

## Purpose
- Identify Ownership
- Standardize designation of asset control numbers
- Allows rapid access to record information in System
- Facilitates Inventory
- Deters Theft

## Placement
- The SUID Tag should be readily visible and accessible
- On the front, upper right-hand side is the “default” location

## Source
- Provided at no cost by PMO
- SPARC Tag Order Request Form

---

**Remember:** receipt to record in 30 days!
Asset Identification

Additional Options Available:
1. Non-Stanford Owned
2. Government Owned
3. Non-Capital Equipment
4. Donated Equipment
5. Component Tag
6. NEW – Relocation Tag

If owned by the US Government, this tag is required.
SFA – Sunflower Database, used to maintain the University’s official individual asset records for:

SFA Record Required:

- Capital Equipment
- All Non-Stanford owned property, regardless of cost
  - Loans, Leases, Sponsor owned
- Donated Capital Equipment
- Capital Equipment transferring to Stanford
- Capital Fabricated Equipment and other accountable assets
Any non-capital property that the department elects to track for internal reporting:

Optional SFA Record -

• Computers and other data devices
• Equipment used in hazardous labs
• Projection equipment
• Camera and other small ‘desirable’ electronics
• Non-capital items transferred to Stanford
Sunflower Database Overview

Remember: receipt to record in 30 days!
The form defaults to PURCHASE, you can change by selecting another method from these options.
Ownership of Asset

Federal, Others and Stanford University are the only options to be used.
Accountability – Stewardship Responsibility

**Business Unit**
- The over-arching budget unit for the Department. Usually a School-level or equivalent Organization

**Department**
- The Department to which the asset is accountable, selecting from the university org hierarchy

**Custodian**
- The individual who has authority to determine use, relocation or other decisions affecting the asset
Custodians

• Identified in Sunflower
  • Reportable and auditable

• Custodian must be Stanford Staff
  • Cannot be an affiliate, student or temporary employee
  • Should have decision making authority to move, transfer or otherwise dispose of the asset

• Does not need to be the end user
  • Additional identification fields are available for user(s)

Custodians can be a critical source of location information during an inventory
There is also an optional User designation, which can be an individual or a group – the system has different fields available for this.
Federal & Sponsor Owned Property

• Overview
  • What defines Title/Ownership
    • Federal
    • Non-Federal Sponsor

• Importance of Stanford Stewardship
  • Accountability
  • Loss Damage Destruction Theft (LDDT)

• DPA & Custodian Role
  • Asset Identification
  • Record Creation and Maintenance
  • Communication with PMO

• PMO Role
  • Asset Record Maintenance
  • Yearly Inventory
  • Sponsor Approvals when needed
Asset Location

SFA/FIMS (iSPACE) Interface

- Location structure:
  - Quad_Building-Floor_Room

20 – PORTER DRIVE_BLDG-FLOOR_081-02_ROOM_2158

Areas of implication include:

- Indirect Cost Recovery
- Use
- Audit
- Inventory
- Compliance
<table>
<thead>
<tr>
<th>BLDG ID</th>
<th>NAME</th>
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<th>NUMBER</th>
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<td>450</td>
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<td>01-010</td>
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<td>01-030</td>
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<td>JANE STANFORD WAY, BLDG. 70</td>
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</tr>
<tr>
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<td>450</td>
<td>JANE STANFORD WAY, BLDG. 110</td>
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<tr>
<td>01-120</td>
<td>McClatchy Hall</td>
<td>D</td>
<td>450</td>
<td>JANE STANFORD WAY, BLDG. 120</td>
<td>STANFORD</td>
<td>142-07-086</td>
</tr>
</tbody>
</table>

[https://maps-secure.stanford.edu/sims/campus_queries/address.cfm](https://maps-secure.stanford.edu/sims/campus_queries/address.cfm)
SFA Asset Location
Recording and Updating Location

- Location accurately reflected at record creation
- Update the SFA record if location will change for over 30 days
- Off-Campus form is required if asset is to be in a location that is not in the University space inventory system (iSpace) but in the control of Stanford faculty or staff
- If the asset is loaned to another Institution, attach the loan document to the record and change to Off Campus Business Location Code and enter the physical address in the Global User Field
Off – Historic Campus

Stanford Space

Includes Leased buildings and remote University sites

- Location is in the iSpace registry
- Quads for Porter Drive (20), Menlo Park (40), Redwood City (70), and Various Off Campus Locations (90)
  - Quad 90 Examples:
    - Stanford Boathouse = 90-435
    - 1050 Arastradero Bldg. A = 90-471R
    - 730 Welch Rd. = 90-925
    - SLAC & PAVA = Buildings 90-998 & 90-990
- Room number should be noted in location detail field

Always use locations from the list of values
Storage

If an asset is to be in storage:

• Provide Justification for retention
  • Purpose
  • Storage Period
• Must be in a secure location
• Document all assets in storage

For Capital Equipment – note Storage Justification Retention information in Sunflower Record Comments and physical location/contact in Location Detail Field.
Non-Stanford Space

- If the asset is located at a business or private residence:
  - AND under control of Stanford personnel
  - Location not in space registry
  - In SFA, use Quad 90
    - Private Residence – 510E-99999_99999999
      - (Do not enter the physical address in SFA)
    - Private Business or Institution 550E-99999_99999999
- These assets require an Off-Campus Worksheet
  - Available on the PMO Website > Forms and Documents
## Off-Campus Worksheet

### Custodian Information
- Printed Name: 
- Phone Number: 
- Title: 
- Email: 
- Department: 
- On-Campus Location: 
- Signature: 
- Date: 

### Off-Campus Asset User
- Printed Name: 
- Phone Number: 
- Department: 
- Email: 
- Off-Campus Location/Address (No PO Box) Include zip code: 

Is this a private residence? ______ Relationship to Custodian ______

### Asset Information (If multiple assets at same location, use secondary sheet)
- SUID: 
- Tag Number: 
- Manufacturer: 
- Model Number: 
- Description: 
- Serial Number: 
- Asset returned to campus? (Y/N) ______

### Initial Form Created
- Date: 
- DPA Initials: 
- Status & Condition: 

### 1st Annual Verification Performed
- Date: 
- DPA Initials: 
- Status & Condition: 

### 2nd Annual Verification Performed
- Date: 
- DPA Initials: 
- Status & Condition: 

---

PMO Website > Forms and Documents

---

Stanford University
Asset Recording Worksheet

PROPERTY MANAGEMENT OFFICE
Asset Recording Worksheet

SU ID Tag Number ___________________ Taggable (Y/N) ________
Manufacturer ____________________________
Model Name (if any) ____________________ Model Number __________________
Description (centrifuge, freezer, etc...) ____________________________
Serial Number __________________________ Purchase Order # _______
Acq. Cost & Method $ ___________ Date Rec. ______
Year Manufactured ______________________ Business Unit _______
Asset Owner _________________________________________
Department ______________________ Dept. Org. _____
Custodian (Last, First) ____________________________
User Name (Last, First) ____________________________
Location ______ QUAD _____ BLDG _____ FLR _____ ROOM _______
Will the asset be used in a Service Center? (Y/N) ______ Asset Photo (Y/N) ______

Global User Field Information

Additional Location Details

Additional Asset Comments

Remember: receipt to record in 30 days!
PMO-1000
Day Two

Please type your first and last name in the chat box. We will begin in just a moment.
PMO Management Outreach

• Purpose of our outreach activities are:
  • Update departments with the current landscape of property management
    • Clarify roles, responsibilities, and expectations
  • Better understand campus needs, issues, and competing priorities
    • Share tools, resources and promote services available
    • Provide opportunity for direct feedback (both ways)
  • Increase visibility and awareness of key Property controls and associated risks
    • Highlight performance and share metrics
    • Identify potential improvements
## Key Control Processes to Address Risk

<table>
<thead>
<tr>
<th>PMO Teams</th>
<th>Key Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Financial Compliance</td>
<td>Purchasing &amp; Receiving</td>
</tr>
<tr>
<td>Campus Support and Property Programs</td>
<td>Identification &amp; Recording</td>
</tr>
<tr>
<td>Physical Inventory</td>
<td>Financial Reconciliation &amp; Reporting</td>
</tr>
<tr>
<td>Reuse, Excess, and Surplus Sales</td>
<td>Disposition &amp; Retirements</td>
</tr>
<tr>
<td>Research Property and Sponsor Compliance</td>
<td>Biennial Physical Inventory</td>
</tr>
<tr>
<td></td>
<td>Disposition &amp; Retirements Inventory</td>
</tr>
<tr>
<td></td>
<td>Fabrications</td>
</tr>
<tr>
<td></td>
<td>Sponsored Agreements Management</td>
</tr>
</tbody>
</table>

Stanford University
Key Roles in Property Management

- Asset Users
- Office or Lab Manager
- Faculty or Principal Investigator
- Department property Administrator (DPA)
- DPA Supervisor
- Associate Dean / Dean / AVP or Designee
- Property Management Office
Demo’s!

Sunflower:
- Creating a record “from scratch”
- Creating multiple records from one PO
- Tips, Tricks and Searches

Creating a record “from scratch”
Creating multiple records from one PO
Tips, Tricks and Searches
Outgoing Loans

• When Stanford owned equipment is:
  • Being used in a Non-Stanford location
    **AND**
  • Not in the possession and control of Stanford University personnel
    Use an outgoing loan document rather than an off-campus worksheet

• Outgoing loan must demonstrate a direct benefit to the University
  • Loans to for-profit entities are generally disallowed and must be pre-approved by PMO

Always contact your PPM in the event of an outgoing loan. There are a number of issues to be reviewed prior to a loan being approved and generated, alert PMO as early in the process as possible.
Outgoing Loan Document – Stanford Lender
Outgoing Equipment Transfers

Transfer of equipment to other institutions may require considerable effort, and certain information will be requested from the DPA. A complete list can be found in the Property Manual Chapter 4.2.

The following apply in all cases:

• Itemized list of equipment transferring
• Name and contact information for receiving institution
• Original funding source(s) of the equipment (federal, other)
  • Are there transferring grants with the equipment?

Note: Sponsor owned transfers must be facilitated by PMO, contact your PPM.
Export Controls

• When traveling with equipment:
  • Domestic travel
  • International travel (including Canada)

Research equipment leaving the country MUST be pre-approved, including laptop computers for research personnel.

✓ Certification needed even if no export license is required
✓ Personal computers for administrative, non-research use are not restricted

Steve Eisner, Export Control Officer
Steve.Eisner@Stanford.edu
http://www.Stanford.edu/dept/DoR/exp_controls
See Decision Tree!
Physical Inventory

• Purpose
  • Verify accuracy of property records
  • Validate University Financial Reports
  • Check “overall health” of property system
    • Data posted in Sunflower Database, reports

• Frequency
  • Biennial inventory required
    • 98% minimum ‘location’ rate to pass
  • Departmental or Sponsored inventories as needed

You will be notified well in advance of your department’s scheduled inventory and provided with additional information at that time.
DPA Inventory Process

PMO sends reminder email for upcoming inventory scanning
- Dates and Locations
- Off-Campus forms can be verified

DPA
- Notifies Department Management, Faculty and Staff
- Attends Pre-Inventory meeting with Manager

PPM and Inventory Point of Contact
- Facilitates Pre-Inventory Meeting
- Provides Reporting Criteria Number

Inventory Team Scans Locations
- Provides initial scan report to DPA

Reconciliation Period Begins
- Photo Recon
- PPM Disposition Approval

Recon Period Ends
- Final Reports are provided to DPA and Department Management
- Department Pass/Fail
- Inventory Close

DPA
- Reviews Inventory Base Report
- Walks space to identify Capital Assets and possible access issues
- Posts Inventory Notice Signs
Vehicle Documentation

All vehicles must be recorded in Sunflower
- Fleet Garage processing
  - New Vehicle Entry Form provided by Fleet Garage
  - List vehicle ID# in Global User Field of asset Record
- Use Department Administrative Office for record location
QUIZ!
Equipment Excess Request

To have items collected/removed from your department for disposal

Excess Request generated in SPARC

- Tagged items and non tagged items on separate requests
- Tagged items will route to primary DPA for approval

Excess Request is received by Surplus

- A PSSI work order for removal of refrigeration equipment is required. DPA to include WO number in the SPARC request
- Please note if you have a 3rd part mover on ER

Pick up is scheduled

- Please note that scheduled date is only an approximation, and actual pick-up may be a day before or later
Reuse

Reutilization and re-purposing of property is a priority at Stanford. Items in operable condition that are no longer needed should be made available to all University departments.

- ReUse Website (SPARC)
- Sustainability Lab Share Events
- Interdepartmental communications
- Furniture Reutilization Program
Furniture Disposal Process

• Furniture removal should be coordinated with the assistance of Steven Magee, Reutilization Specialist.

• **NO SPARC Excess is needed for furniture disposals**

• Small quantities or small projects (<10 items or a large group of matching chairs):
  • Contact Steven Magee
  • Send photos to him to decide what should go into the ReUse Program
  • Arrange move of furniture to warehouse/PSSI as appropriate via UG2 – a work order is needed through Building Grounds Maintenance (BGM) website or through a 3rd Party mover

• Large quantities or projects (2-3 offices or more)
  • Contact Steven Magee
  • Arrange for a walk-through for evaluation
  • Steven Magee will tag the furniture to go to ReUse
  • Arrange with UG2 or 3rd Party movers
  • If using a 3rd Party mover, please coordinate with Steven Magee for delivery
  • A PSSI workorder is needed for broken/unacceptable material
Refrigerants - FREON

- Any equipment which uses Freon as a coolant can only be handled for disposal by PSSI.
- A work order is required, available on the BGM website. Select request type “Customer Funded”.
- The work order must be originated by the Department and the number entered in the SPARC, which will speed the process.
- PSSI will contact the primary contact on the SPARC request to coordinate pick up.
Computer Disposal

• **Computers and data storage devices require special handling to ensure information security**
  
  • Proprietary data files must be removed by user prior to excessing a computer. This process is an important risk mitigation for the University.

• Apple products also require the user to remove their iCloud account and unenroll from JamF and Remote management.
No Pick-Up Equipment Excess

- Transfers to outside institution
- Returns to manufacturer/sponsors
- Trade-in for new model
- Property record elimination
- Theft
- Lease/Loan return
- Sale

These excess requests must be completed in Sunflower, via template - contact your PPM!
Disposal Informational Page

• Topics Include
  • Disposal Preparation
  • SPARC vs. Sunflower Excess Requests
    • Definitions
    • Examples
    • Importance of Ownership Review
  • Special Handling
  • Computers and Computing Devices
    • Serial number reminder
  • Furniture

• ora.stanford.edu >> Property Management Office >> Surplus Property Sales >> Disposals
Excess Reminders

- Attempt to Reutilize on SPARC ReUse Site
- Complete sanitization prior to excess
- Clearly identify items to be collected – segregate and flag with excess label

Contact Surplus Property with Questions
Online Systems and Reference Tools – To help you do your job!

• SPARC (Stanford Property Administrators Resource Center)
  • Various property related portals
  • Quick Links
    • Property Manual, User Guides, FAQs, Forms and Documents
• OBI Reports
  • General reporting and consolidated data
• Administrative Guide
  • University Policies
PMO Unmatched Monitoring

A process to determine invoice lines in FA Mass Additions, with no corresponding record in Sunflower and Sunflower records created, but not reconciled in Oracle FA. This correlates to the timely recording of assets.

PMO downloads University wide 288 Report and sorts by Department

PPM sends email to Departments that have new unmatched POs

DPA uses this information to tag and record Assets in SFA within the 30 day timeline
Financial Impact – Unmatched Reporting

<table>
<thead>
<tr>
<th>Total Amount UnMatched by PPM</th>
<th>Total Amount Waiting by PPM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kim</strong></td>
<td>$6,168,434.00</td>
</tr>
<tr>
<td><strong>Rachel</strong></td>
<td>$11,612,957.00</td>
</tr>
<tr>
<td><strong>Becca</strong></td>
<td>$8,473,815.00</td>
</tr>
<tr>
<td><strong>Scott</strong></td>
<td>$1,702,506.00</td>
</tr>
<tr>
<td><strong>Christine</strong></td>
<td>$4,044,390.00</td>
</tr>
<tr>
<td><strong>Total UnMatched</strong></td>
<td>$32,002,102.00</td>
</tr>
</tbody>
</table>

UnMatched/PPM (as of 26Sep23)

Waiting/PPM (as of 26Sep23)

Stanford University
Training and Communication Resources

- Property Policy and Systems classes - STARS
- Property Forums (PMO-3000) – 2X/Year
- Refresher (PMO-2000) – 2X/Year
- CCT Overview (PMO-5010) – self paced

- Stanford DPA SLACK Channel
- PMO Communications – DPA email list
- NPMA Higher Education and Research Chapter – National Property Management Association
- Your Property Programs Manager (PPM)
Who would you contact if...

• You have a question about Capital Equipment Expenditure Types

• A faculty member is leaving Stanford and wants to take “their” equipment

• Your Department is given a grand piano

• A manufacturer wants a faculty member to use a piece of equipment for research and let them know how it works

• A faculty member wishes to sell a piece of their equipment to another University

YOUR PPM!
You as a Communicator and Facilitator:

• Let your Department know who you are, where to reach you and WIIFT (What’s in it for Them!)
• Set up communication strategies that work for your area
• Be visible
• Distribute Valuable Information
• Know your job
• Be assertive
• Use your PPM as a resource
1. In the next day or two, PMO will grant you access and authority for all DPA Property Applications (Sunflower, SPARC, BI Reports, Department Google Doc)

2. Please login and confirm your access (If you have any issues, please contact your PPM)

3. Review Department Google Doc – Confirm access, edit as needed
• The DPA role is very important to Stanford
• Be proficient and be visible
• Keep your supervisor informed about your property activities and duties
• If you’re not sure, ask your PPM - we’re here to assist you!