Revision Responsibility: Vice President for Financial & Administrative Services
Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: TBR Business Affairs Sub-Council Summary
Tennessee Code Annotated Section 8-19-501
State of Tennessee Risk Management Manual
TBR Guideline B-110

PURPOSE

To define equipment capitalization policies and security procedures for Columbia State Community College equipment, and to define employee responsibilities for equipment security.

POLICY

I. Equipment Capitalization

A. A capital asset shall be defined as presented in the TBR Business Affairs Sub-Council Summary: "A capital asset is any tangible personal property having a useful life of more than one year and that costs $10,000.00 or more. This definition excludes library books and grouped assets, which shall be capitalized at TBR valuation amounts and their original costs, respectively."

B. All capital assets as defined above shall be added to the College plant funds.

C. Items acquired by gift that have a fair market value of $10,000.00 or more, and meet the other criteria established for identifying a capital asset, shall be capitalized.

D. For purposes of this policy, the terms "equipment" and "capital assets" shall be used interchangeably.

E. Individual departments are required to secure and maintain records of sensitive equipment, which should include equipment description, building, room location, and if applicable, equipment serial number. Sensitive equipment is equipment that is valued between $5,000.00 and $9,999.99 based on risk. TBR provides examples of items in TBR procedure B-110.

F. The annual inventory of sensitive equipment and the records of department sensitive equipment is the responsibility of each department head. Department heads may designate an individual in their department to conduct the annual inventory and to maintain sensitive equipment listings. The timing of the annual inventory is at the discretion of each department head.

II. Equipment Security

A. Security of equipment is a shared responsibility of all Columbia State employees.

Employees are expected to be aware of all equipment located in their specific work area and to immediately report all missing equipment to the property officer. Missing computer equipment should also be reported to Information Technology.

B. Offices, classrooms containing equipment, and laboratories shall be locked when not occupied or supervised by a Columbia State employee.

C. If equipment or sensitive equipment is determined to be missing or vandalized, Columbia State employees shall contact Campus Security. Security will then notify the Associate Vice President of Business Services for determination of reporting for loss of College and state resources.

III. Equipment Location Control

A. Equipment location control is an important part of equipment security. The following guidelines shall apply to equipment location control.

Equipment Location Control Guidelines:

1. Permanent relocation of equipment (in excess of one week) must be reported to the property officer by the employee moving the equipment.

2. College equipment may not be taken off campus without notifying the property officer. Exceptions to this procedure are: equipment being repaired in accordance with a Columbia State purchase order; laptop computers assigned to specific employees; and equipment in departments that have systems to control checkout of equipment by employees, e.g., Media Services and Information Technology.

3. College equipment may be taken off campus only for one of the following reasons:

   a. Use of College equipment off campus is directly related to a specific class at Columbia State.

   b. Use of College equipment is directly related to an individual's job activities.

   c. Use of College equipment by an educational, religious, charitable, or civic organization when the property is not needed for any College purpose, and the equipment will be returned the next business day.

4. The person taking College equipment off campus will be responsible for returning the equipment in the same working order as when it left campus, normal wear and tear excluded.

5. Removal of College property for unauthorized purposes may result in disciplinary action.

PROCEDURES

I. Equipment Security and Location Control

A. Upon receipt, verification, and inspection of equipment items, the Central Receiving Office will permanently assign inventory control numbers to the equipment items by tagging, etching, or marking with an indelible marker.

B. The property officer will maintain a detailed listing of all College equipment, including the inventory control number assigned to each item, a detailed description, date of purchase, cost or other appropriate value, the purchase order number, and the room where each equipment item is located. This listing will be updated on a monthly basis.

C. After notification by the property officer, the Associate Vice President for Business Services shall promptly report all missing equipment, whether reported by other employees or noted during a physical inventory of equipment, to the State Comptroller's Office, College Security and the Internal Auditor.

II. Physical Inventory of Equipment

A. The property officer shall perform an annual complete physical inventory of all equipment by April 30 of each year. Any items that cannot be located during the physical inventory shall be reported to the State Comptroller's Office, College security and the internal audit. If the inventory control numbers have been lost for any equipment items, the property officer shall retag, etch, or mark the item with an indelible marker, using the originally assigned inventory control number.

B. The property officer shall record any changes in equipment location noted during the inventory and remind employees of the need to report changes in equipment location.

Revised: August 25, 1999 (Replaces Columbia State Policies 04-10, 04-11 and 07-08); February 9, 2001 (updated equipment capitalization figure); December 12, 2011 (Added Section III. 5, new policy format and updated titles); March 2, 2021 updated format; reviewed and approved by Cabinet, signed by the President. September 9, 2024 reviewed and updated to reflect current GASB, reviewed and updated October 2026.