PERMANENT CHANGES OF EQUIPMENT LOCATION WITHIN THE UNIVERSITY

B043
Revised 5/10
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PURPOSE

To establish a policy to account for the permanent movement of equipment between departments and/or changes in equipment location within a department.

DEFINITION

Equipment is an item of furniture, machinery or other tangible asset with a unit cost that meets capitalization limits as stated in policy B040.

POLICY

To maintain an accurate equipment inventory, as mandated by the U.S. Office of Management and Budget, Circular A-110, permanent changes of equipment location within the University is updated directly in the Property Accounting System by the responsible department via the Movable Equipment web system in UMAPPS. Department administrators can access equipment inventory records throughout the year and can update the equipment location and responsible department as changes occur.

The department responsible for the equipment must provide adequate protection against damage or loss during a move. The department needs to report to Property Accounting major losses or damage since the cost value of the equipment maintained in the Property System may need to be adjusted.

PROCEDURE

1. A Department relocating or transferring equipment must update the decal record in the Movable Equipment web system:
a. Log onto https://umapps1.miami.edu/ using your FRS/DMAS user id and password
b. Click on the Financial tab and select Movable Equipment from the drop down list
c. Click on the Equipment tab and select Update Equipment from the drop down list
d. Enter the decal number and click on the Retrieve button.
e. Change Location – update the new location by selecting the new building and room number from the drop down list
f. Transfer to Another UM Department – update the new department number by selecting the new department and sub-department number from the drop down list.
g. Click on the Save button to update the decal record.

2. The transferring department notifies the new responsible department that the equipment has been added to their inventory after the equipment has been moved.