1. Purpose

   a. To provide internal JABSOM procedures for temporary receipt of controlled property for off-campus, business-related use.

2. Applicability

   a. These procedures apply to all individuals, whether employees or non-employees, who intend to temporarily borrow University of Hawaii controlled property for business-related activities off University or University affiliated premises, e.g. home. Items that are used both on- and off-campus shall adhere to these procedures.

   b. These procedures apply to all UH and RCUH funded purchases of controlled property whether processed through the UH ePurchasing system, RCUH Purchasing system, or P-Card system. Applicable to the following accounts:

<table>
<thead>
<tr>
<th>System</th>
<th>Account Type</th>
<th>Account Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH</td>
<td>Tuition/Special</td>
<td>2xxxxxx</td>
</tr>
<tr>
<td></td>
<td>Revolving/RTRF</td>
<td>3xxxxxx</td>
</tr>
<tr>
<td></td>
<td>Private</td>
<td>4xxxxxx</td>
</tr>
<tr>
<td></td>
<td>Federal</td>
<td>6xxxxx</td>
</tr>
<tr>
<td>RCUH</td>
<td>Revolving</td>
<td>0001xxx</td>
</tr>
<tr>
<td></td>
<td>Service Order</td>
<td>0002xxx</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0007xxx, 0008xxx</td>
</tr>
</tbody>
</table>

3. Definitions

   a. Controlled Property: Any tangible, non-expendable personal property which is not capitalized and:
      i. Has a useful life of more than one year;
      ii. Has an acquisition cost from $0 - $5,000 per unit; and
      iii. Is considered theft sensitive property.

   b. Theft Sensitive Property: Characterized by a high risk for loss and shall include:
      i. Microscopes, balances;
      ii. Televisions/monitors, audiovisual equipment, projectors, cameras;
      iii. Computers, laptops, portable devices, software;
      iv. Works of art;
      v. Other items determined by a program to have a high risk for loss at the discretion of the department head, dean/director, principal investigator and/or fiscal/administrative officer.

   c. Useful Life:
      i. General purpose items to include personal/mini/workstation computers, monitors, general purpose cameras – 3 years useful life;
      ii. IT items to include servers, mainframes – 6 years useful life;
      iii. Specialized items to include specialized cameras, televisions, projectors, AV items, microscopes, balances – 10 years useful life.
4. Responsibilities/Procedures

a. Borrower:

i. Inform supervisor/principal investigator/department chair and department staff of intent to purchase or borrow UH inventory.

ii. Ensure JABSOM Controlled Property Statement is completed and approved prior to removing inventory from UH premises.

iii. Ensure UH inventory is safeguarded, used only for business-related activities, and returned to UH upon end of borrowing period or upon termination.

iv. Assist in preparing and providing documentation as requested.

v. Ensure decal is affixed to inventory item when issued.

b. Department Staff:

i. Prepare purchase documents as requested. Utilize appropriate controlled property subcode:

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
<th>Subcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH</td>
<td>Controlled Property, Office</td>
<td>777U</td>
</tr>
<tr>
<td>RCUH</td>
<td>Controlled Property</td>
<td>0003</td>
</tr>
</tbody>
</table>

ii. Prepare JABSOM Controlled Property Statement documentation as requested.

iii. Obtain appropriate approvals on the JABSOM Controlled Property Statement.

iv. Send copy of completed JABSOM Controlled Property Statement to Fiscal Officer.

v. File and retain original JABSOM Controlled Property Statement.

vi. Ensure decal is affixed to inventory item when issued.

c. Supervisor (e.g. Principal Investigator or Department Chair):

i. Ensure completeness and accuracy of information provided on JABSOM Controlled Property Statement.

ii. Review and approve all JABSOM Controlled Property Statements.

iii. Follow-up with employees on return of inventory to UH upon the end of the borrowing period or upon the employee’s termination.

d. Fiscal Officer:

i. Ensure proper subcode is utilized on controlled property purchases.

Last Updated: 08/01/11; 11/21/12