FLORIDA INSTITUTE OF TECHNOLOGY
POLICY ON
CAPITAL ASSET PURCHASES and MATERIAL MANAGEMENT
ON SPONSORED PROJECTS

1. Introduction
The following policies and forms pertain to moveable equipment used with organized research or other sponsored activities. The policies affect how equipment costs are recognized and tracked for overhead recovery purposes and for required management of government furnished property. Departments having equipment that is not used in research or related activities are not required to follow these policies.

The Office for Sponsored Programs (OSP) provides policy and procedural guidance to the schools and complies with reporting requirements of auditors, sponsors and agencies. Such requirements are dictated in the special terms and conditions of awards and in applicable sections of federal government guidelines

Purchasing Equipment from Government Funding

Required: Quote from three companies.
- A description of the equipment.
- Award/contract documentation is reviewed by OSP prior to purchase approval ensuring the award authorizes the purchase.
- If prior approval is required by the agency the PI will write the request/justification and forward it to OSP.
- OSP will ensure the purchasing amount does not exceed the funding budgeted for the equipment.
- Requisition is submitted via banner system and support documentation submitted to OSP via e-mail.
- OSP will review and approve the requisition and forward the support documentation to purchasing for review, approval and creation of a purchase order.

2. When the equipment arrives it will be tagged by the Director, Material Management.
- To maintain effective inventory control of equipment, the Director, Material Management should use uniquely numbered identification tags affixed to equipment.
- To the extent there is any inconsistency between Florida Tech's policies and the terms and conditions of a sponsoring agency's award under which equipment is provided, the award's terms and conditions shall govern.

3. Contacts
For all equipment reporting and policy guidance, contact:
Mr. Thomas K. Dove
Director Material Management
tdove@fit.edu
General Guidelines:

Typical functions of PI's may include:

- Keeping records of capital equipment
- Coordinating physical inventories of capital equipment
- Reviewing fabrication requests for contract/grant compliance
- Budgeting and transacting equipment and fabrication expenditures
- Processing and filing Fabrication Request and Placement in Service forms
- Notifying the Office of Fixed Asset Accounting when equipment and fabrications are to be placed in service and can be capitalized
- Recording movements of federally-funded or federally-titled equipment
- Processing and filing Notifications of Disposition of Equipment for trade-ins, transfers, loans, donations, and sales
- Providing policy guidance on disposal requirements for equipment decommissioning and returns of equipment to sponsors or title transfer to Florida Tech when appropriate
- Processing police reports on losses and thefts
- Processing and filing documents related to receipt of government surplus or loaned equipment
- Processing and filing reports from subcontractors on loss, damage, or destruction of equipment in subcontractors' possession
- Processing and filing department signature authority forms

The Office for Sponsored Programs shall provide policy and procedural guidance to the schools pertaining to all equipment management matters. OSP shall also respond to requests for reports and information from sponsors, auditors and other parties.

2. Notification procedures for Government Furnished Property GFP. When the Office for Sponsored Programs is notified via sponsor correspondence of an award receiving government-furnished equipment, an e-mail will be generated and distributed to the PI, OSP team members and the PI.

3. Reports. OSP shall submit all required GFP reports, including specific forms for GFP disposal, to the federal government in accordance with the terms and conditions in the award document.

References:
INSTITUTION http://www.whitehouse.gov/OMB/circulars/a021/a021.html, specifically sections J.14 & J.18

- OMB Circular A-110 GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION http://www.whitehouse.gov/omb/circulars/a110/a110.aspx, specifically sections 33 and 34

- FEDERAL ACQUISITION REGULATIONS (FAR) http://www.arnet.gov/far/, specifically parts 45 and 52.245