

 ROSWELL PARK <small>COMPREHENSIVE CANCER CENTER</small>	Roswell Park Comprehensive Cancer Center Policy and Procedure	Date Issued: 4/1/1991	Number: 621.1
Title: Equipment Control		Revision: 2	Effective Date: 5/15/2020
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A. GENERAL STATEMENT OF POLICY

It is the responsibility of the Fiscal Administration's Asset Management Office (Asset Management) to maintain records of all equipment at the Roswell Park Comprehensive Cancer Center (Roswell Park) campus. Asset Management keeps computerized listings, verifies departmental physical inventories and coordinates disposal of surplus in accordance with state requirements and Roswell Park policy.

B. SCOPE

Asset Management procedures apply to all areas of the Roswell Park campus, including Health Research, Inc. Roswell Park Division (HRI) and the Roswell Park Alliance Foundation.

C. ADMINISTRATION

This policy will be administered by the Asset Management Office of the Finance Department.

D. POLICY / PROCEDURE

Definition: For inventory purposes, goods will be considered equipment if they have a useful life of over two years and a purchase price of over \$5,000, and personal computers regardless of cost. Items that do not meet these criteria will be regarded as supplies.

This policy describes the procedures for equipment controls as follows:

- Section 1 - New Equipment
- Section 2 - Equipment Moves
- Section 3 - Equipment Loans
- Section 4 - Equipment Disposals

1. New Equipment:

- a. Upon receipt of new equipment, and prior to the delivery to the appropriate department, Receiving and Stores will affix an inventory tag to the item and note the tag number on the receiving documents.
- b. A copy of the Roswell Park delivery ticket or HRI purchase order number and the tag number will be sent to Asset Management.

- c. Asset Management will enter each piece of equipment into a computerized inventory system.

2. **Equipment Moves:**

- a. When a piece of equipment is to be transferred to another department or office, a requisition should be submitted directly to Housekeeping via the Roswell Park internal website. This should be done by the department that is removing the equipment.
- b. Once the equipment has been moved to its new location, the department that the equipment was moved from must send a completed ["Notification of Equipment Transfer Form"](#) to Asset Management.
- c. When the equipment move has been completed and notification has been received, Asset Management will make the necessary updates to the Roswell Park equipment inventory.

3. **Equipment Loans**

All employees are expected to refrain from using assets of the organization for personal use. Employees are prohibited from the unauthorized use or taking Roswell Park's equipment or supplies. Prior to temporary removal of equipment from the Roswell Park campus, written approval must be obtained from the appropriate department administrator. Also see [Institute Policy #105.1](#) - Use of Roswell Park Resources.

- a. A written request for an equipment loan must be initiated by the employee seeking the equipment loan.
- b. The written request should be prepared on a ["Request for Approval of Equipment Loan"](#) form. The employee must supply ALL information requested on this form.
- c. The written request must be approved by the Department Head and then forwarded to the Vice President for Finance or the PBC Controller or Director of HRI.
- d. If the Vice President for Finance or the PBC Controller or Director HRI approves the loan of equipment, copies of the approval will be sent to the Department Head and to the Security Department. The signature of the person authorizing the loan of the equipment must appear on the approval form.
- e. The original approval will be sent to Asset Management.
- f. Asset Management will maintain a file of all equipment on loan outside Roswell Park.
- g. When loaned equipment is returned to Roswell Park, it is the Department Head's responsibility to inform Asset Management of its return.
- h. Asset Management will follow-up on items that are not reported returned by the return date indicated on the request form.
- i. Asset Management will submit a status report on loaned equipment to the Vice President for Finance and the Security Department on an annual basis.
- j. Equipment out on loan should be so noted on any equipment inventory completed during the period of the loan.
- k. A new form must be completed every six months.

4. **Disposals**

a. Definitions

- i. Disposal - transfer of ownership via sale or trade in or other beneficial interest in personal or real property including discard.
- ii. Property
 - All real property

- ii. The equipment will then be removed from its location by Housekeeping personnel only. The department must then send a completed "[Notification of Equipment Transfer Form](#)" to Asset Management. Any items removed should be listed on this form. Asset Management will then make the necessary updates to the Roswell Park equipment inventory.
- iii. Under no circumstances should a department dispose of equipment without notifying Asset Management.
- iv. Non-equipment items must be disposed of through the Housekeeping Department.
- v. Under no circumstances will any Roswell Park or HRI owned equipment or non-equipment items be sold or given to employees for personal use.

f. Donations

- i. If a department has items that can be donated to a particular not for profit organization, i.e., school, church, library, they should contact Asset Management with specific information on the item(s) to be donated.
- ii. If the items are approved for donation, a memo, on the organization's letterhead, must be obtained.
- iii. The memos should state how the item(s) are to be used and must be signed by an officer of the organization.
- iv. When the memo and the completed [Notification of Equipment Transfer Form](#) are received by Asset Management, a completed "Authorization to Remove Surplus Materials" form will be sent to the department.
- v. When the authorization is received, the department can make arrangements for the transfer.

g. Theft

When equipment on Roswell Park campus is stolen an incident report should be filed with the Security Department, Information Technology and the HIPPA Privacy Officer. The Security Department will forward a copy of the incident report to Asset Management where it will be filed pending the result of an investigation by Security.

E. DISTRIBUTION

This Policy and Procedure will be distributed to all Roswell Park Managers via the Roswell Park internal web page and to holders of backup hard copies of the manual. Managers are responsible for communicating policy content to pertinent staff.