

A stylized graphic on the left side of the slide features a light blue lighthouse with a white top section, set against a background of yellow sun rays radiating from behind it. Below the lighthouse, there are blue wavy lines representing water.

# Updates Property Division

Policy

Forms

Inventory Update

Inventory Cleanup & Accountability

# Property Policy

- Responsibilities for (Individual, Department, Property and IT)
- Property Passes will not expire\*
- All Laptops and Tablets will require passes
- Surplus process is the only way to sell unused assets

\*Unless assets are out of compliance with the inventory requirement

# Property and Inventory Control Forms

- Forms on web site
  - PRO-04 Property Pass Powerform updated

Campus policy for property & inventory control of moveable equipment

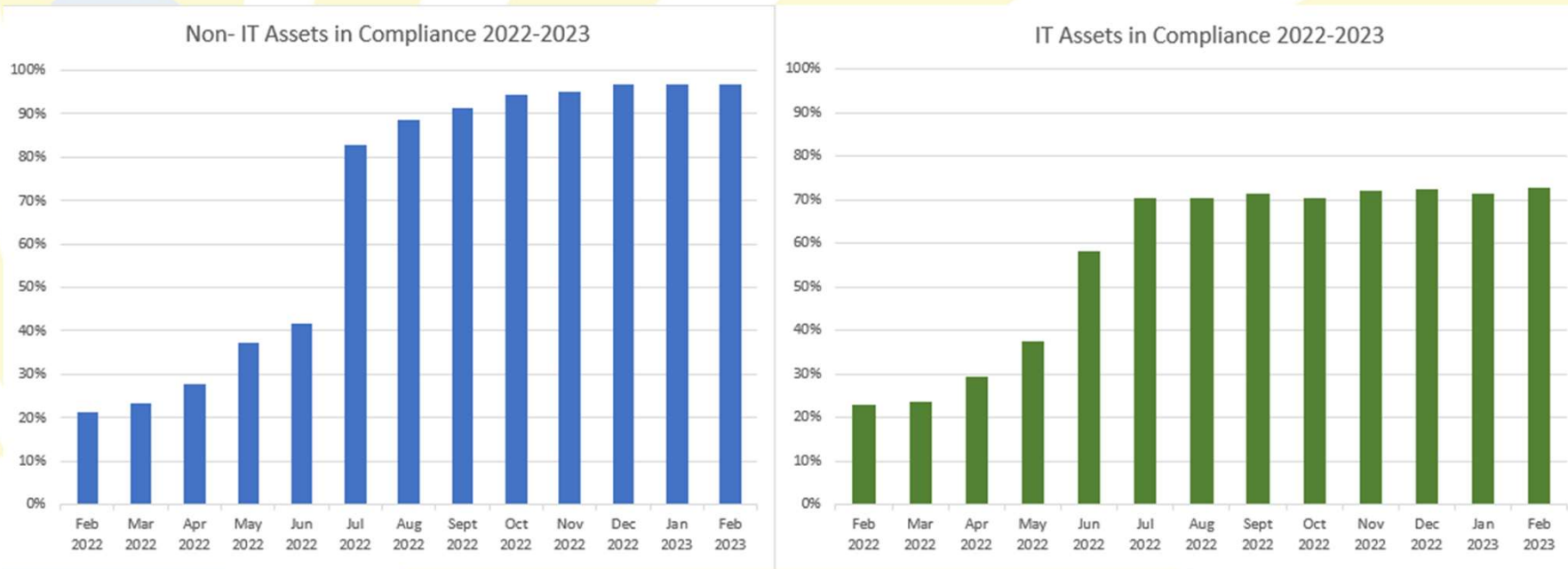
» [Property & Inventory Control Policy](#)

Forms applicable to inventory management:

- » [PRO-01-IT Equipment Data & Department Removal Form](#)
- » [PRO-02-Moveable Equipment Surplus Form](#)
- » [PRO-03-Missing Unaccounted Form](#)
- » [PRO-04-Docusign Property Pass](#)
- » [PRO-05-Equipment Reporting Form](#)
- » [PRO-06-InternalTransferSheet](#)
- » [PRO-07-ExternalTransferSheet](#)

# Inventory Update

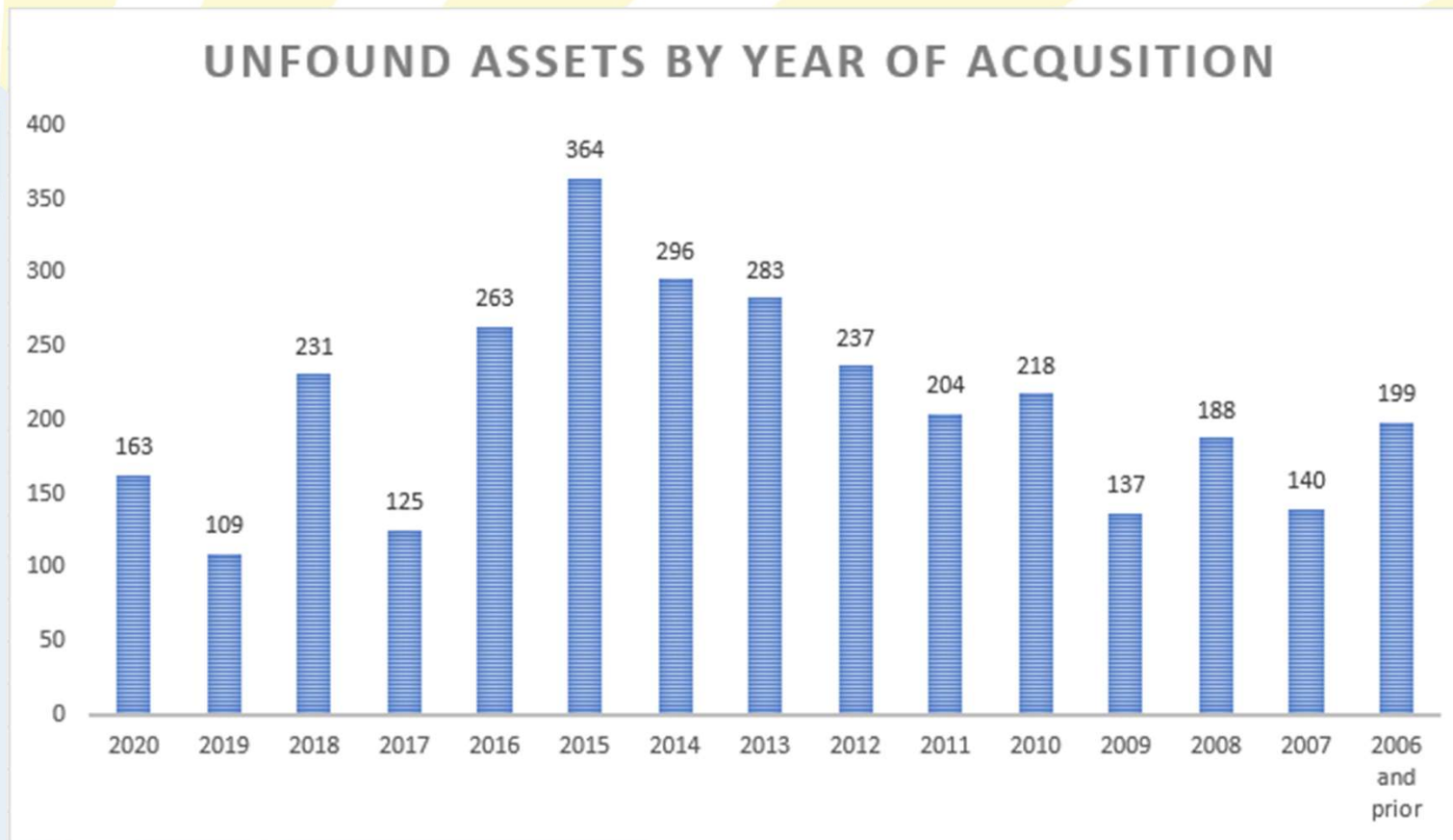
- Thanks for your help with Inventories



- Rolling Inventory

- We are reaching out to schedule updated inventories
  - Departments with unfound assets and/or
  - Departments with change in signatory authority

# Assets not yet located; by age



# Inventory Cleanup

## Pro-03 Missing and Unaccounted For Form



**University of Massachusetts Boston**  
Missing/Unaccounted Equipment Form

Property Dept  
Process Date  
Completed by

Report Date: \_\_\_\_\_ Reporting Department: \_\_\_\_\_

Department ID: \_\_\_\_\_ Departmental Property Custodian (DPC): \_\_\_\_\_

Asset ID	UMB Bar Code	Serial Number	Description	*Data Storage Device		Capital ized Y/N	Cost	NBY
				Saves Data Y/N	**Known PII on device Y/N			

\*If the equipment is a data storage device (computer, server or laptop), departmental signer must indicate Y, that the equipment saves data. If this is true, they **must** also indicate (Y/N) if they are aware that the device has PII (Personally Identifiable Information) stored on it. Affirming the equipment saves data will shade the cell orange. If the cell is shaded, the second question must also be answered.

\*\*PII is defined as **both** name and Social Security/credit card/debit card numbers. It does not include publicly available data. For a more specific definition, see MA General Laws, Chapter 93H section 1.

All efforts have been made. We have been unable to locate the equipment. Circumstances do not warrant further efforts and the equipment should be deemed lost.

Department Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_  
Form must be signed by Department Head with signatory authorization (not designee).

Supervisor \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_  
Form must also be signed by the Supervisor of the Department Manager with signatory authorization.



# Inventory Cleanup

## Missing and Unaccounted For Form

- Internal accountability for disposal of lost assets
  - Missing and Unaccounted for forms require two signers, department manager & supervisor, as determined by authorized signatory form on file in the Controller's Office

**University of Massachusetts Boston**  
**Signature Authorization Form**  
**Fiscal Year 2023**




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Dept ID	B003800000	Dept Description:	Controller's Office	Dept Manager/ Authorized Signer:	Overko, Patricia M.
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The following individuals are authorized to sign the transactions specified on this form for all department funds. Internal awards, external grants awarded to the University, and endowment fund allocations are subject to the Graduate Research Office, ORSP, and University Advancement Signature Authorization processes, respectively.

Fund Code/ Fund Description	Project/Class Description (if applicable)	1 Name of Add'l Authorized Signer (if applicable)	1 Signature of Add'l Authorized Signer (if applicable)	2 Name of Add'l Authorized Signer (if applicable)	2 Signature of Add'l Authorized Signer (if applicable)
11000 7100-0200 Main Alloc					
51005 Tuition - In State					
51006 Tuition - Out of State					
51161 General Operating Fund					
51193 Financial Services					
51230 Other Revenue Operations					
57122 Capital Equipment					

Signatures authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations, including ADA compliance.

Patricia Overko Department Manager Name	✖  Department Manager Signature	11/22/22 Date
Chris Giuliani Associate Vice Chancellor Name (Non-Academic Depts)	✖  Associate Vice Chancellor Signature	11/22/22 Date
Komal Karler Dean/Provost or Vice Chancellor Name	✖  Dean/Provost or Vice Chancellor Signature	11/21/2022 Date

# Inventory Cleanup

## Missing and Unaccounted For Form

- Form should be used after all efforts are made to find an asset
- When a Vice Chancellor is the manager, the VCAF will be second signer
- Chancellor is second signature for VCAF

### **University of Massachusetts, Boston**

#### Vice Chancellors

VC of Academic Affairs (Provost)	Joseph Berger
VC of Athletics	Jacqueline Adrienne Schuman
VC of Enrollment Management	John Drew
VC of Human Resources	Marie Bowen
VC of IT	Raymond V Lefebvre
VC of Student Affairs	Karen Ferrer-Muniz
VC of University Advancement	Adam Wise
VC of Marketing and Engagement	Megan Sullivan



A stylized illustration of a lighthouse on the left side, with a sunburst of yellow rays emanating from behind it. The lighthouse is light blue with a white top section. The rays are yellow and fan out across the top and right side of the image. Below the lighthouse, there are stylized blue waves.

Questions?