

The Property Control Office

Frequently asked questions (FAQ)

Q. I've got some items I wish to keep, but I want you to store them for me. Can you do this?

A. No. We have very little storage space available, and anything we store would be available for any department on campus. Any items that you wish to keep need to be stored within your departmental space.

Q. I think my computer was stolen. What should I do?

A. If this happened on campus, call University Police. They will send an investigator to confer with you and take a report. The officer will need to know the make, model, and serial number of the computer as well as the particulars of the incident. If the loss occurred while off-campus, University Police will also need a copy of the police report.

Q. As in the previous question, my computer has been lost. Was it covered by insurance?

A. The State of New York is self-insured. That means that any replacement would come out of your departmental funds.

Q. I've got some items I want to give to another department. Can I?

A. Sure. Providing the other department wants those items. Just fill out the Equipment Transfer form, including appropriate signatures, and send it to Property Control.

Q. When one of my professors came here to teach, he brought several items with him. Now he wants to get rid of them. How do I handle that?

A. You now have a headache. We are a State agency, and as such can operate, transfer, and dispose of only State-owned equipment. From what you have said, it sounds like these items were given to this professor (or he bought them himself) and were not given to the department (that would have been processed via the Geneseo Foundation). These items are the personal property of this professor. We cannot dispose of them.

Q. My calculator no longer works. Can I just throw it in the wastebasket?

- A.** No. Even though calculators are now cheap, they are still equipment, and must be disposed of properly. Fill out an Equipment Transfer/Surplus form and send it to Property Control.
- Q.** Our department has been given some equipment as a gift. Do I tell you?
- A.** Not directly. The Geneseo Foundation administers and accepts any gifts to a department or the College. Periodically the Geneseo Foundation officially transfers to the State ownership of equipment that has been gifted.
- Q.** I've got some equipment listed on the inventory that I know is no longer here in the department. Since I don't want this to keep showing up on the inventory, what do I do?
- A.** Write us a memo. Include in this memo specific information regarding the asset(s) and explain what you know or have found out that gives us a reason to retire the asset information. Note: the word "gone" on an asset printout is insufficient; it does not give any explanation. The Chairman's signature on this response makes it official and allows Property Control to act on the information.
- Q.** I'm planning on buying some new equipment, and I'd like to trade in my old. Can I do this?
- A.** Wonderful! Not only are you saving money on your new purchase, but also getting some additional value out of your old equipment. Be sure to clearly describe your trade-in item on your requisition so that Purchasing is aware and can include this information on the purchase order.
- Q.** When I review your inventory sheets for my department, I am finding bar-coded items present in the department that are not listed on the sheets. What is happening?
- A.** At the time we started placing bar-coded asset tags on equipment, the cost threshold for adding assets to the Property Control System was lower. When the minimum value was raised to \$5,000, any asset with a lower value was purged from the PCS. We have not considered it cost-effective to locate each bar-coded tag with a value under \$5,000 and replace the bar code.
- Q.** As I look around my department, I see a lot of equipment with tags – some with bar-coded numbers, and some tags without any number. I understand the reason for the bar-coded numbers, but why do items which cost less than \$5,000 have tags on them?

- A.** All equipment purchased by the State of New York is supposed to be identifiable as State property. The standard method of identification is the use of a decal which shows ownership. We place a numbered and bar-coded decal on equipment costing over \$5,000, and a “blank” or un-numbered decal is placed on all other items of equipment.
- Q.** My chair is broken and I just received a new one. Can I put my old chair out in the hallway so somebody can take it away?
- A.** Not unless you want your janitor upset. He doesn’t want your “junk” cluttering up “his” space. Also, putting excess items into a hallway would be a violation of the Fire and Safety codes, and could make the department liable for an OSHA fine. It is also not showing proper departmental responsibility for their equipment. The best answer is to leave the chair within a room in the department, and complete the Equipment Transfer/Surplus form with Property Control.
- Q.** I just saw some equipment items on the loading dock with a note saying “trash.” Can I take them home?
- A.** No. They are still State property, and taking them would be a theft. Proper removal via the Equipment Transfer/Surplus form and a work order is the correct method for removing these items.
- Q.** I have some obsolete computers that I don’t need. How do I get rid of them?
- A.** They may be obsolete to your department, but completely usable elsewhere on campus. Complete the Equipment Transfer/Surplus form and Property Control will arrange to have these delivered to CIT.
- Q.** I have some old items in our storage which I no longer use. I know of a church group that could use them. Can I donate them?
- A.** The laws governing State property and Surplus Property does not allow a using department to donate (or sell) its equipment. You need to complete the Equipment Transfer/Surplus form.
- Q.** How do I get something for my department that might be available in College storage? Can I go look and see what you have?
- A.** Sure, just call us and arrange an appointment. However, at this time we don’t have much or any storage space available, so we are trying to find homes for usable items as soon as the items come available. We are sending emails with attached photos of available items to all departmental

secretaries, and hopefully this is helping departments find items they want as soon as the item is available.

Q. I just received a new laptop, and I'm planning to use it both in the office and also evenings/weekends at home. Do I need to do anything?

A. Yes. Make sure you have completed the Off-Campus Equipment form. This form protects you, protects the department, and helps the Campus. It protects you by showing you are authorized to have that equipment off campus (i.e. you have not stolen it). Your department is protected because, first, they know where the equipment is located, and secondly, they know that you have assumed responsibility for it ("You break it, you fix it.").
You might wish to verify whether your homeowners policy covers damages, etc to any items you might bring home from your office.

Q. The laptop I'm using was "given" to me by the department. When I leave I want to take it with me. Can I?

A. No. We are a State agency, and any equipment purchased belongs to the State, and can't be given away. Or taken. When you leave it needs to be returned to your department.