UNH Training for Equipment Custodians in Capital Equipment Responsibilities
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What is Capital Equipment?

- All movable items with a purchase price of $5,000 or more and having an estimated useful life of more than one year are considered capital equipment. Items which may meet the equipment definition but are not considered equipment are: works of art, library acquisitions, carpeting, goods purchased for resale, software, etc. Please contact USNH Property Control for assistance in determining if an item qualifies as capital equipment or not.
Who has Title/Ownership of the Equipment?

- Most capital equipment, *including grant funded equipment*, is titled to UNH, and therefore is the property of UNH. Federally funded capital equipment requires specific inventory, reporting and disposition requirements per OMB circular A-110. Over 99% of our equipment vests with UNH.

- Government-owned equipment is titled to the Federal Government. Government-owned capital equipment also requires specific inventory, reporting and disposition requirements per 48 CFR Subpart 45 and circular A-110. Although uncommon, some equipment could be titled to the State or other local governments.
Federal Audit Requirements and Finding Implications

- All institutions that receive $500,000 or more in federal awards are required to have an annual single audit per OMB circular A-133. Annual A-133 reports are reviewed by federal sponsors and other federal pass-through entities such as universities. Any findings noted in A-133 reports, such as equipment discrepancies, can jeopardize future funding from federal sponsors. For example, if an auditor tests a sample of equipment records and finds the building and room listed in the fixed assets database different from the building and room observed then that is a finding.
Communication of Capital Equipment Changes

- Prompt communication from equipment custodians to Property Control is required for changes in capital equipment:
  - Changes in Location
  - Changes in the Equipment Custodian
  - Changes in Condition – obsolete, damage, needs repairs, etc
  - Changes in Disposition - disposals or transfer requests to another department or institution

- *If changes in equipment are not timely then A-133 findings can result.*

To facilitate the timely communication of any changes in capital equipment please use the online Equipment Location Form (ELF) http://finadmin.usnh.edu/request/equip.aspx or email Property Control.

Please contact Property Control prior to the disposal of any federally funded or government-owned equipment.
Requests for Tagging or Inventories

- **Tagging or barcoding** is necessary for the equipment identification, physical security, and maintenance of an accurate equipment inventory. Property Control staff and student interns send out email communications to equipment custodians to schedule appointments for tagging. *It is the responsibility of the equipment custodians to respond to Property Control and facilitate any tagging requests.*

- The **Inventory** of capital equipment must include the physical observation of the equipment and the agreement of the affixed barcode and location to the fixed assets database record. *It is the responsibility of the equipment custodians to respond to Department administrators or Property Control to facilitate any inventory requests.*