

**PROPERTY CONTROL GUIDELINES FOR 'HIGH-RISK' MINOR EQUIPMENT**

**High-risk minor equipment**

- Personal property and equipment that is under the \$5,000 limit for capitalization and is portable by nature or easily misplaced or stolen.
- For the purpose of this policy, we have specifically identified items that will be considered high-risk minor equipment.

**Policy**

The following high-risk minor equipment will be recorded and tracked by individual departments using an Excel spreadsheet (template provided by BAO Property Control Desk) and overseen by the Department Financial Manager.

<p>ACCT CODE: <b>20200</b></p> <ul style="list-style-type: none"> <li>▪ Balances and scales</li> <li>▪ Cameras (digital, film, video)</li> <li>▪ Microscopes</li> <li>▪ Musical Instruments</li> <li>▪ Projectors</li> <li>▪ Stereo systems</li> <li>▪ Televisions</li> </ul>	<p>ACCT CODE: <b>20201*</b></p> <ul style="list-style-type: none"> <li>▪ Notebooks and laptop computers</li> <li>▪ Desk top computers (housed off-campus)</li> </ul> <hr/> <p>ACCT CODE: <b>20203*</b></p> <ul style="list-style-type: none"> <li>▪ Printers</li> </ul> <p>*Effective immediately to comply with DAS requirements.</p>
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**Procedure**

**Purchase**

- Department will identify using commodity codes at point of purchase.
- Department will add the item to their high risk Minor Equipment Excel Spreadsheet. Identifying the item by the serial or model number.

**Monitoring**

- Departments are responsible for maintaining the Excel spreadsheet of high risk minor equipment.
- Departments are responsible for the return of equipment upon termination of employee.

**Disposition**

- Please see the Facilities Equipment Disposal Guidelines available on the web at [www.fap.pdx.edu/surplus/](http://www.fap.pdx.edu/surplus/).

Note: Certain minor equipment, **whether High Risk or Not**, and supplies may need to be tracked and monitored pursuant to specific requirements under Certificates of Participation (COPs) or specific requirements from a federal or non-federal sponsoring agency.

PSU Property Control Guide located on the BAO website

[http://www.pdx.edu/sites/www.pdx.edu.bao/files/media\\_assets/BAO\\_PROPERTY\\_CONTROL\\_GUIDE.pdf](http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_PROPERTY_CONTROL_GUIDE.pdf)