Insurance Coverage for Non-Owned Property

In the course of normal academic and business operations, it is not uncommon for departments to take possession of property that is not owned by the University. Such possession can take the form of a loan, collaborative project, lease, or rental agreement. Examples include loans of art work, equipment, real estate leases, or vehicle rental.

The applicability of university insurance coverage is a common question for these arrangements. UA owned property is insured by State Risk Management under the provisions of Arizona Revised Statutes (A.R.S.) §41-621. This statute also provides for state coverage of non-owned property when that property is “under the clear responsibility of this state because of written leases or other written agreements”. We have defined “clear responsibility” as the property being in the physical care, custody, and control of the University. Written agreements can be in a variety of formats from a standard equipment loan agreement to a complex lease contract.

For non-owned property to be insured by the State Risk Management program, the insurance obligation must be included in the written agreement, along with either a stated value from the owner, or a method for valuing the item if needed in the event of a loss and property loss claim.

If your department plans to assume custody of non-owned property, contact PACS to initiate an equipment loan agreement, or Risk Management Services for more information and guidance.

~Steve Holland, Assistant VP of Risk Management Services~

Off Campus Assets - Is There a Form for That?

As an Asset Custodian, it can sometimes seem overwhelming to keep track of all your department’s assets, especially when some of them are taken off campus for various reasons. Some faculty, staff, and researchers like to work from home, travel frequently, work at multiple institutions, and/or work outside of the country. Well, the good news is that there is a form called the Certification Statement for Off-Campus Location/Use of Equipment that can be used to track these off-campus assets. Please have your faculty, staff, and researchers complete this form prior to taking any equipment off campus. The information provided about the timing, location, and the responsible person will help us track the asset during that time. Asset Custodians are encouraged to use this form to help them update assets in UAccess Financials, however, it can be mailed to Property Management (page 4 for contact information) and we can make the changes for you.

~Kelsey Haight, Property Management~
Sponsored Equipment Transfer Eligibility

A question that comes up often is: “Can a Principal Investigator (PI) take equipment when he or she takes a new position at another institution?” Equipment can be transferred to a non-profit organization or an institution of higher education with a PI, but only if the equipment meets the following eligibility requirements: (1) Equipment was purchased entirely with sponsored project grant and contract accounts (3000000 - 4999990), obtained as government-furnished equipment, or purchased on restricted accounts (non-university funded) for specific researchers, (2) The equipment is used in the conduct of a research project, (3) The equipment will be titled to an eligible institution. Property cannot be transferred to an individual or for-profit organization, (4) The transferring researcher is the PI or co-PI on the sponsored grant or contract.

To determine eligibility, supply a list of items the PI wishes to transfer to the Sponsored Projects Services (SPS) Property Administrator for review. The SPS Property Administrator will indicate which items are eligible so that the PI can draft a letter of request for transfer of the eligible items to the new institution. The request must be approved by the Department Head, Dean, SPS Property Administrator, and Vice President for Research.

For items that do not meet the eligibility requirements, the assets can be sold to the new institution via Surplus Property, subject to Financial Services Office (FSO) Property Management Manual (PMM) 6.10 Sale of University Equipment. For more information regarding the letter of request or approvals, please contact the SPS Property Administrator. To review the policy regarding the transfer of items, see FSO PMM 6.20 Sponsored Project Equipment.

~Jennifer Brown, Sponsored Projects Services~

Upcoming Auctions:
- October 7
- October 14*
- October 21
- November 4
- November 18
- December 2
- December 16
  (*Special Auction)

UA Surplus Auctions

We hold public auctions every other Tuesday at 8:30 AM at the Surplus Property Warehouse on 1145 S. Warren Ave. Everyone is invited to participate in these auctions. You can preview auction items the Friday prior to auction day after 5:00 PM until Tuesday 8:00 AM. You are also able to put in proxy bids so the computer will bid for you if you are unable to attend the auction in person or you can log-in on Tuesday at 8:30 AM and bid online while the auction is happening live. You are always welcome to come to the warehouse to participate in person. It is a fun and unique experience, so come on over to check it out! To get started, register to be a bidder on our website: https://uaauctions.arizona.edu. For questions regarding the auction or bidding process give us a call. Note: We are having a special auction on October 14th that includes athletics memorabilia (shirt, pants, shoes, cleats, posters, etc.).

~Amy Rodriguez, Surplus Property~

Property Management Students

Property Management currently has three student employees: George Campos, Jessica Crosby, and Michelle Redding. During any given time, Property Management employs 2-3 students based on the team’s needs. They help with a variety of tasks, including the Biennial Capital Physical Inventory, validations, processing surplus reports, updating assets in UAccess Financials, contacting departments for missing information, creating asset tags for non-capital equipment, etc. If you are responding to any of our students’ inquiries, please call Property Management’s main phone number at 621-8609 and someone from the Team will be happy to assist you. This will help us to provide you with the best customer service.

~Kelsey Haight, Property Management~
Vehicle Insurance Allocation

It is almost that time of year. The Vehicle Insurance Allocation is fast approaching and Property Management requires your timely response to ensure the success of this process. We are currently preparing the vehicle reports and expect them to be sent out no later than **October 3rd**. These packets are very important and time sensitive as the information provided will be used to record the correct amount of insurance on the correct account. Each packet will include a detailed vehicle report sorted by Inventory Unit and a letter explaining the process. Please remember to include the account number along with any sub-accounts and/or project codes for each vehicle that will be used in this year’s allocation. The due date to return the packets to Property Management is **November 14th**. Please feel free to contact us with any questions or concerns related to this process. Thank you in advance for your cooperation.

~Matt Hohl, Property Management~

Moveable vs. Fixed Assets

Can I move this? Movable Assets differ from Fixed Assets due to the nature and intended use of the property being acquired. In order for an asset to be considered moveable, it must meet all of the following criteria:

- It has a useful life greater than one year
- It is free standing
- It can be moved
- It is complete in itself, and will not lose its identity when affixed to or installed in another piece of equipment.

Fixed assets fall under one of the following categories: Land, Buildings, Utilities, Telecommunications Networks, Sport Facilities, Infrastructure, Public Art and Improvements to Land, Buildings, or Leaseholds. Fixed assets not only need a considerable amount of construction in order to be put into service, but also require a considerable amount of cost to remove or relocate it. If you have any questions regarding fixed assets please contact Chris Pings at cping@email.arizona.edu. For moveable equipment contact Property Management.

~Matt Hohl, Property Management & Chris Pings, Plant Funds~

Movable Equipment Trainings

As part of an ongoing initiative to provide training to all University departments, Property Management will reintroduce the session on Movable Equipment. These sessions will be available in October, February and June of each Fiscal Year. During these sessions, we will cover various subjects related to daily accounting, classification, calculation and treatment of movable assets. To register, please visit the UAccess Learning Website (https://learning.uaccess.arizona.edu) and sign up for any one of the “Property Management: Managing Your Assets” sessions. We encourage all faculty and staff who are involved in purchasing and inventorying moveable equipment to sign up for this class. Please do not hesitate to contact Property Management with any questions.

~Michael Aramian, Property Management~

Future Trainings:

- **October 23**
- **February 24**
- **June 23**
FSO - Property Management

FSO-Front Desk Phone Numbers:
• 4th Floor: 520-621-9097
• 5th Floor: 520-621-3220

Property Management:
• Fax: 520-621-9195

Location & Delivery Address:
FSO—Property Management
888 N. Euclid Ave., Room 402
Tucson, AZ 85719

Mailing Address:
FSO—Property Management
1303 E. Univerisy Blvd., Box 4
Tucson, AZ 85719-0521

Campus Mail (Internal UA):
FSO—Property Management
University Services Building
PO Box 210158, Room 402
Campus

Important Contacts

Property Management:
Team | propertymanagement@fso.arizona.edu | 621-8609
Kelsey Haight | kjhaight@email.arizona.edu | 626-5592
Michael 'Mike' Mitchell | mdm3@email.arizona.edu | 621-8610
Matt Hohl | mhohl@email.arizona.edu | 621-8611
Michael Aramian | maramian@email.arizona.edu | 621-5271
Susan Richmond | richmons@email.arizona.edu | 621-9592

Surplus Property:
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Amy Rodriguez | amyrodriguez@email.arizona.edu | 621-4774
Jerry Shinn | jshinn1@email.arizona.edu | 621-3438

Sponsored Projects Services:
Jennifer Brown | brownjj@email.arizona.edu | 626-6676

Risk Management Services:
Joy Baine | jbaire@email.arizona.edu | 621-3482

Real Estate Administration:
Jose Teran | jteran@email.arizona.edu | 621-1813

Motor Pool:
Paul Yartz | pyartz@email.arizona.edu | 621-5541

Central Gift Office:
Joyce Stump | jstump@email.arizona.edu | 621-9067

We’re on the Web!
http://www.fso.arizona.edu/
http://www.fso.arizona.edu/capital-finance

Property Management Team

Top: Michael 'Mike' Mitchell, Matt Hohl, Michael Aramain.
Bottom: Kelsey Haight, Susan Richmond, Xuemei 'May' Yang.
Students (pg. 2): Jessica Crosby, Michelle Redding, George Cam- pos.

Puzzle Corner—Sudoku
Visit www.sudokuoftheday.com for more puzzles and the solutions.