1. Acquired through a Procurement

Capital assets can only be purchased through Procurement (myUF Market). Capital assets should never be purchased unencumbered through myUF Payment Solutions or purchased with a PCard.

7 Ways to Acquire Property
2. UF Property Swap Listserv

- The UF community uses this listserv to post and claim UF property, i.e., furniture, scientific & medical equipment, and vehicles.
- The listserv is open to all faculty and staff.
- Postings include description, picture, and location.
- Send an email to uf-property-swap-L@lsits.ufl.edu to join.

7 Ways to Acquire Property
3. UF Surplus
Address: 976 Elmore Drive
Phone number: (352) 392-0370

7 Ways to Acquire Property
3. UF Surplus (continued)

– Surplus property is available for transfer from UF Surplus at no cost to the department!

– Anyone can view items at the UF Surplus warehouse. UF Surplus warehouse is open to the public M-F 8:30 – 3:30.

– Only pre-authorized users can pick-up surplus property from UF Surplus warehouse. UF employees must be pre-authorized by their Property Custodian.

7 Ways to Acquire Property
4. Federal Excess Personal Property (FEPP)

Surplus property administered by Plant Science, CITRA

Accountable Property Officer: Carl Vining

Program Contact: Staci Sanders

7 Ways to Acquire Property
5. Federal Property Assistance Program (FPA)

Federal surplus property administered by Florida Department of Management Services located in Starke, Florida.

Florida Department of Management Services
Bureau of Federal Property Assistance
14281 U.S. Highway 301 South
Starke, Florida 32091
Office: 904-964-5601

7 Ways to Acquire Property
6. Donations

Assets can be donated to UF through the UF Foundation or transferred in with incoming faculty from another university.

7 Ways to Acquire Property
7. Government Furnished

Loaned – Assets can be loaned, or “furnished”, to UF by a federal agency or other agencies to be used at the University. It is provided to the University, but it isn’t owned by the University. The title’s ownership remains with the agency.

7 Ways to Acquire Property
Why do we identify and track property?

– Minimize Risk
– Compliance
– Maximize Usage
– Sustainability Efforts
What do we track?

- **Capital Assets** – Tangible property that costs at least $5,000 and lasts longer than a year.

- **Federal Property** can be purchased with a federal grant or contract, loaned to UF from a federal agency, or donated by a federal agency.

- **Attractive Property** – Items that cost less than $5,000 and the university or department wishes to track the property.
What do we track?

**Attractive Property** – Items that cost less than $5,000 and are not capital assets.

1. Mobile computing devices (laptops, tables, iPads)
2. Items taken off site (campus)
3. Purchased with Equipment Use Fees
4. Vehicles, vessels, trailers, and aircraft
5. Items on the USML or 600 series of the Commerce Control List

Other items as determined by the department
Responsibilities for all UF faculty & staff

– **Off-site Certifications**
  https://myassets.fa.ufl.edu/certs/

– **Foreign travel with UF property (includes shipment)**
  https://myassets.fa.ufl.edu/requests/fta.php

– **Cost Savings**

– **Safeguard & Care**

– **Maintenance**

– **Utilization**
Responsibilities for all UF faculty & staff

Communicate timely with your departmental Property Contacts when:

– Equipment moves to a new location or off-Site
– Equipment will be traded-in
– Equipment is broken, obsolete, damaged or inoperable
– Equipment is missing, lost, stolen or improperly thrown away
Responsibilities for all UF faculty & staff

Communicate timely with your departmental Property Contacts when:

– Equipment is no longer needed
– New equipment is donated or loaned to UF
– A staff member is leaving UF and has equipment assigned
What happens to equipment when a PI leaves UF?

Equipment may be donated to another university when a primary investigator leaves the University of Florida. This happens under specific conditions:

– Equipment purchased on an active project is transferring with the PI.

– Equipment purchased with federal funds and the equipment is no longer needed at UF.

– Equipment a PI brought to UF from another institution (donated to UF).
Can I sell it, take it, give it, or throw it away?

UF equipment should NEVER be given away, thrown away, or sold without authorization from Asset Management.
In support of UF Strategic Plan and UF’s sustainability initiative, UF Surplus, on average, reuses, refurbishes and recycles 97% of all surplus property received from UF departments, Direct Support Organizations, Health Science Center Affiliates, and Shands Hospital.

– UF employees can purchase furniture and equipment for their personal use that has been sold to the public.
– For a list of items on sale, visit www.surplus.ufl.edu
https://www.facebook.com/UFSurplus/videos/vb.65009776117/10156349969416118/?type=2&theater
Resources

– Property 101 is the new Training for contact, custodians, PIs, lab managers, and any UF employee in possession of, or responsible for property.

http://mytraining.hr.ufl.edu/

– Asset Management Website
http://www.fa.ufl.edu/departments/asset-management/

– Asset Management administrative office:
Phone: (352)392-2556, email: property@admin.ufl.edu

– UF Surplus:
Phone: (352)392-0370, email: surplus-fa@ufl.edu