



# Inventory and Surplus Manual

Inventory Control: [inventory.control@csn.edu](mailto:inventory.control@csn.edu)

Surplus: [surplus@csn.edu](mailto:surplus@csn.edu)

Phone: 702-651-4239

Mailstop: NLVF110

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## I. PURPOSE

The College of Southern Nevada Inventory and Surplus Training Manual explains policies, procedures, and processes for Inventory Custodians to follow regarding the accountability of college assets within their areas of responsibility. The purpose of this manual is to provide guidelines for proper accountability, allowable business use, and standards related to the dispositions of college assets.

This manual is designed to improve efficiency and accountability, reducing instances of improper handling and disposal of college assets, and to aid in the prevention of lost and *Not Found* assets at the conclusion of each annual inventory cycle.

## II. INTRODUCTION

Asset management and inventory control at CSN start at the beginning of the acquisition process. Delivery Services reviews every Requisition submitted through Workday to ensure proper Spend Categories and Additional Worktags are applied.

Upon receipt of purchased goods and equipment, shipments are carefully inspected and items meeting the trackable requirements are tagged with an RFID asset tag, and their information is recorded into the inventory system.

End Users must notify Inventory Control when they have made a trackable item purchase via a P-Card.

The Delivery Services team works with departments to coordinate and perform the annual physical inventory for the entire college.

It is imperative that the surplus, salvage and disposal of college assets, equipment, and goods are properly managed by each department. In conjunction with the Delivery Services team, each department plays an essential role to ensure NSHE procedures and guidelines are adhered to. This document will discuss the current policies, processes, and procedures CSN must follow to be in line with inventory and surplus disposal best practices.

## III. CONTACT INFORMATION AND WEBSITES

**CSN Delivery Services Website:** The website <https://www.csn.edu/deliveryservices> houses all the information related to Delivery Services, Receiving, Asset Management, Inventory Control, and Surplus.

**Facilities Management iServicesDesk:** Facilities Management should be contacted to assist with the movement of any non-technological equipment. Requests can be made to the iServicesDesk at <http://iservicedesk.csn.edu/home.html>.

**Inventory Control:** Inventory Control is the sub-department under Delivery Services responsible for college inventory events. Correspondence related to all inventory questions, issues, and concerns should be sent to [Inventory.Control@csn.edu](mailto:Inventory.Control@csn.edu).

**Office of Technology Services (OTS):** The Office of Technology Services (OTS) is responsible for the delegation and movement of any equipment that is considered to be technological. Requests to move or surplus any technological equipment can be sent to the OTS HelpDesk online at <https://www.csn.edu/helpdesk> or by calling extension 4357.

**Surplus:** Surplus is another sub-department under Delivery Services that is responsible for handling all surplus equipment (items no longer needed by departments or CSN). Correspondence related to all surplus questions, issues, and concerns should be sent to [Surplus@csn.edu](mailto:Surplus@csn.edu).

#### IV. DEFINITIONS AND TERMS

**Additional Worktags:** Additional Worktags are entries made in Workday on Requisitions, Supplier Invoice Requests, and P-Card transactions and are in addition to the PG, GR, or GF account number used for the acquisition.

Sensitive Equipment items require a "Track Sensitive Equipment" Additional Worktag and grant funded sensitive equipment require either the DC030 or DC031 Detail Code. The DC030 detail code is used for any capital equipment purchase which costs \$5,000.00 or more and the DC031 detail code is used for any non-capital equipment that costs \$4,999.99 or less.

**Acquisition:** Refers to the method of which something is obtained at CSN. Items are acquired by Purchase Order, P-Card purchase, donation/gift, or incentive.

**Annual Inventory:** The annual inventory event begins during the Winter Semester break each year. The Inventory Control team performs physical inventory at every CSN campus, building, and room, using RFID readers, tablets, and specialized software. Once the physical scanning is completed, and laptop inventory is completed, information is reconciled, and End Users and custodians are contacted to assist with locating items that were not located during the initial scan. After all inventory information is collected, assets are separated by department and programs and forwarded to their respective Inventory Custodians for review and approval via a signed Certification of Inventory.

**Asset Transfer Form:** An asset transfer form must be completed and sent to Inventory Control prior to the movement of any college equipment.

**Certification of Inventory:** The official document that Inventory Custodians are required to review, sign, and return to Inventory Control once their annual inventory is reviewed. This form will be sent to the Inventory Custodian along with the department's inventory record.

**CSN Assets:** CSN Assets is the complementary inventory system that Inventory Control uses in conjunction with Workday.

**End User(s):** End Users are the department employees who are responsible for the day-to-day handling of departmental equipment. These are the employees who have hands-on responsibilities of storing and moving department equipment and preparing asset transfer forms for those moves. Each department should have dedicated End Users who are knowledgeable of their department's

equipment and locations. These are the employees that Inventory Control will request assistance from when the annual inventory is in progress.

**Gift-in-Kind Form:** Any item that CSN receives as a gift or donation is required to have a Gift-in-Kind form completed and submitted to the Foundation Office.

**Grant Stickers:** There are two different grant identifying stickers that must be placed on assets purchased with grant funding. One sticker is neon green identifying that the asset was purchased with grant funding. The other is a metallic blue foil which identifies assets that were purchased with Perkins grant funding. Perkins grant funded assets require both stickers. Grant stickers should only be removed by Inventory Control.

**Inventory Custodian:** Inventory Custodians are employees who are ultimately responsible for their department's assets. The Inventory Custodian is also responsible for reviewing annual inventories and signing the Certification of Inventory. The Inventory Custodian can be a dean, director, program manager, department chair, or other head of department.

**Non-Compliance Violation:** A Non-Compliance Violation is issued to End Users, End User Supervisors, and Inventory Custodians when instances of improper asset handling is recorded.

**Off Campus Use Permit Form (OCUP):** The Off Campus Use Permit Form (OCUP) must be completed and forwarded to Inventory Control for any equipment that is checked out to an employee, student, contractor, etc. This form is required for all laptops or other IT equipment checked out by OTS and is required for any departmental equipment checked out by a department.

**RFID Asset Tags and readers:** RFID stands for radio-frequency identification. Delivery Services places an asset tag that utilizes RFID technology on each piece of equipment that requires tagging and tracking. Inventory Control uses handheld readers that scan RFID asset tags and records the location and date of the scan.

**Salvage:** Equipment, goods, and supplies that are damaged or broken beyond repair. Salvage equipment is not disposed of or scrapped but instead follows the surplus cycle.

**Sanitized:** All IT equipment that is imaged by OTS is also sanitized by OTS when it is returned or processed for surplus. The process of sanitizing means that OTS logs in and wipes/cleans any information from the devices.

**Sensitive Equipment:** Sensitive Equipment are items purchased that may not cost \$5,000.00 but meet other requirements for asset tagging and tracking no matter their cost. Some items that fall under this category are computers (desktops, laptops, servers, tablets), firearms, drones, and printers. Additionally, any grant funded purchase that has a cost of \$1,000 - \$4,999.99, fall under this category.

**Spend Category:** The Spend Category is the driving force behind a purchase falling under a trackable equipment requirement. Delivery Services reviews every Requisition submitted in Workday to ensure correct Spend Categories are used for each purchase.

**Surplus:** Equipment, goods, and supplies no longer needed by CSN departments. All surplus must be handled through the Surplus department within Delivery Services.

**Technology Equipment:** Desktops, laptops, tablets, printers, servers, routers, monitors, audiovisual equipment, and peripherals such as keyboards, mice, speakers, etc. are considered technological in nature.

**Trackable Equipment:** Trackable equipment is considered to be items in which the individual cost is \$5,000.00 or more. Any item costing \$5,000.00 or more requires a CSN Asset Tag and must be tracked in the inventory system.

## V. PROCESSES, PROCEDURES AND GUIDELINES

### A. Inventory

Delivery Service's Inventory Control is responsible for the identification, recording, and tracking of all college equipment, and administers the annual physical inventory.

CSN follows the guidelines set forth by [NSHE's Procedures and Guidelines Manual – Chapter 1, Section 2, Item 9.](#)

Purchased goods with an acquisition cost of \$5,000 or more are considered Capital Equipment and each will be tagged, tracked, and registered as a Business Asset in Workday.

In addition to the guideline above, the purchase of the items listed below, no matter their costs, are considered Sensitive Equipment and will be tagged, tracked, and registered as a Business Asset in Workday.

1. Firearms
2. Computers: i.e., desktops, servers, laptops, tablets
3. Printers
4. Drones
5. Any Grant funded item with a cost between \$1,000.00 and \$4,999.99.

Asset management and inventory control start at the beginning of the acquisition process. Delivery Services reviews every Requisition submitted through Workday to ensure proper Spend Categories and Additional Worktags are applied.

Upon receipt, shipments are carefully inspected by the Delivery Services team. Items that meet trackable requirements are tagged and asset information is recorded into the inventory system.

### DONATIONS OR GIFTS TO THE COLLEGE

A Gift-in-Kind Form (GIK) must be submitted to the Foundation Office for any good or service provided to CSN as a donation, gift, or free of cost. The Gift-in-Kind form can be obtained from the Foundation Office.

### ASSET TRANSFER FORM

Any trackable equipment that is moved from its recorded location requires an [Asset Transfer Form](#) to be completed, signed by an Inventory Custodian (dean, director, department head, or other program manager), and submitted to Inventory Control.

The exception to this rule applies to mobile assets that regularly move between adjacent rooms.

### **EQUIPMENT CHECKOUT**

CSN permits individuals to checkout college equipment for completion of academic and/or administrative assignments through a checkout process.

Individuals removing college equipment from campus assume full responsibility for the care, security, and replacement of such property should it be lost, stolen, or damaged beyond repair.

If CSN property is lost or damaged beyond repair, the borrower must provide funding for the purchase of new, comparable equipment.

The Office of Technology Services (OTS) or the department Inventory Custodian (dean, director, department head, or other program manager) must submit an Off Campus Use Permit Form (OCUP) to Inventory Control.

1. For computer equipment such as laptops, desktops, tablets, printers, the form must be completed and submitted by the Office of Technology Services (OTS) and include the signature of the requestor and the requestor's supervisor. In the instance of student checkout, the student's NSHE ID number, home address, and contact information is required.
2. For department equipment checkout, the form must be completed and submitted by the department's Inventory Custodian and must include the student's signature, NSHE ID number, home address, and contact information. The OCUP form for Department use can be requested through Inventory Control.

A checkout period of time must be listed on the OCUP.

College property must be returned immediately:

1. At the request of the dean, director, other department head or Administration.
2. At the request of the Office of Technology Services (OTS).
3. Upon the employee/student/contractor's separation from CSN.
4. If the equipment is no longer being used.

Equipment that is checked out is to be included as part of the responsible department's annual inventory.

### **OFF CAMPUS USE PERMIT FORM (OCUP)**

Any trackable equipment that is checked out for use off campus requires an Off Campus Use Permit Form to be submitted to Inventory Control.

All laptops whether used on or off campus require an OCUP to be submitted by OTS.

The OCUP forms for departmental equipment checkout can be requested from Inventory Control.

A return OCUP form must be submitted for any equipment that has been returned to OTS or the Department it was checked out from.

### **ANNUAL PHYSICAL INVENTORY**

CSN is responsible for approximately 20,000 college assets. In compliance with NSHE policy and to ensure an accurate accounting of college assets, a comprehensive physical inventory during the winter break is completed.

To assist departments with annual inventory efforts, a team of Delivery Services staff use handheld RFID barcode readers and tablets with dedicated software to scan inventory at every CSN location.

At the conclusion of the inventory process, a final inventory report identifying assets as either *found* or *not found* is sent to each Inventory Custodian, accompanied by a Certification of Inventory document. Inventory Custodians must review the inventory for their areas, sign, and return the Certification of Inventory document to Inventory Control by a specified date.

Departments will have one year to locate any assets with a *not found* status. Following that, the department must document their efforts to locate *not found* equipment and provide a justification for missing assets. This documentation will be submitted to Administration for review.

An annual inventory report inclusive of the results of the college-wide inventory process is submitted to college Administration no later than May 1<sup>st</sup> of each year.

### **NON-COMPLIANCE VIOLATION**

A non-compliance violation occurs when during or after annual inventory is complete, it is discovered that the following has occurred:

1. Movement of an asset without submission of an Asset Transfer Form.
2. Equipment was checked out without an Off Campus Use Permit Form (OCUP).
3. Improper disposal of assets into the trash by faculty, staff, or an outside supplier performing work.
4. Assets were permanently removed from campus by an outside supplier after work was completed.
5. Theft due to improper asset accountability by the department.

End Users, the End User's supervisors, and the Inventory Custodians will be notified of any Non-compliance violations and will need to respond confirming that they understand the procedures and will comply with those procedures moving forward.

Improper handling of college assets may be subject to further investigation by Administration.

### **LOST OR STOLEN ASSETS**

If your department has discovered that they have lost equipment or equipment has been stolen, contact the University Police Department (UPD) immediately to file a report.



For checked out equipment that has been lost or stolen off campus, contact the Metropolitan Police Department in the area that the incident occurred to file an investigation report. You must also still file a report with UPD.

An Asset Transfer Form must be submitted to Inventory Control, accompanied by any police reports.

OTS must be notified in the event that IT equipment is lost or stolen.

## **B. Surplus, Salvage, and Asset Disposal**

CSN follows asset disposal procedure and guidelines as listed in the [NSHE Procedures & Guidelines Manual, Chapter 1, Section 2, Item 8.](#)

College equipment must never be thrown into the trash or disposed of by other means. All equipment no longer needed or no longer working or serviceable must be routed to Delivery Services for surplus.

Departments that have assets intended for surplus or are no longer of use will notify the Inventory Control Department of their intent to surplus said equipment. Surplus equipment must accompany a signed Asset Transfer Form.

The CSN employee submitting the Asset Transfer Form is responsible for determining if an asset is authorized to begin the surplus process by following guidelines established by their department and obtaining approval from their department head. Inventory Control can also assist with looking up acquisition dates and depreciation schedules.

Grant funded equipment must have permission from the Grants and Contracts Office prior to submitting for surplus. Most grant funded equipment is not allowed to be sent to surplus for a least (7) seven years after purchase.

Departments shall submit a Ticket with the Office of Technology Services (OTS) [helpdesk](#) to request any IT equipment to be moved to surplus. OTS is responsible for all IT equipment surplus and submitting Asset Transfer Forms for IT equipment.

Departments shall place a Work Order with Facilities Management [iServicedesk](#) for any non-IT equipment to be moved to surplus. Facilities Management requires the Asset Transfer Form to be signed by the Inventory Custodian and be attached to the surplus equipment before they move it.

Surplus equipment is inspected by Delivery Services staff to determine functionality, working condition, and marketability.

To achieve maximum value for surplus, Delivery Services will complete the remarketing process via the following channels:

### **1. PUBLIC SURPLUS AUCTIONS**

Public Surplus is an online auction platform that allows customers to view and bid on surplus from CSN. The website for Public Surplus is

<https://www.publicsurplus.com/sms/browse/home>.

Click on the 'Select Region' arrow, select Nevada, then click on the 'Agency' arrow to select College of Southern Nevada. To view auctions for CSN, click on the link under the arrows that states "View All Auctions for College of Southern Nevada".

Bidders will be able to view and click on each auction to see more information about the items.

To bid you will be required to create an account with Public Surplus and register with your legal name, mailing address, phone number, email, and a valid credit or debit card.

All auctions are sold on an "AS-IS" basis. There are no returns, refunds, or exchanges allowed. Auctions are not allowed to be inspected prior to bidding, all sales are final, and there are no warranties offered.

CSN has the right to withdraw items from auction or to refuse any sale.

Public Surplus requires a Buyer's Premium of 11% and a Nevada State Sales Tax of 8.375% is applied to each sale. Public Surplus allows exempt businesses to submit their tax exemptions to remove the sales tax fees. The Buyer's Premium and Nevada State Sales Tax are subject to change.

Payment is accepted by credit/debit card only through the Public Surplus portal.

For bids at and above \$500.00, a deposit is required and bids over \$4,000.00 require wire transfer to Public Surplus.

Public Surplus items are picked up from the North Las Vegas Receiving dock by appointment only. CSN does not package or ship items.

A valid government issued ID is required for all pickups and the ID must match the information on the Public Surplus account and the Credit/Debit card.

Should an item not sell, it will be relisted a second and third time.

## **2. LOCAL SURPLUS AUCTION**

Three times a year, surplus items that are not sold through Public Surplus auction are taken to a local auction site with JJ Kane. These auctions are public and held in person in February, May, and November every year. Bidders will pay through JJ Kane for any bids and pick up auctions from their lot.

## **3. DIRECT SALE**

Delivery Services may market surplus items to specific businesses attempting to sell at prices close to a pre-determined fair market value. This platform may use an informal blind bid process when there is more than one buyer interested.

## **SALVAGE**

Assets that are designated by a department for disposal as salvage will first be put through the surplus process. Only items that hold little to no value or are broken or damaged beyond repair will

be considered for salvage. Salvage items are not allowed to be stripped for parts or scrapped by the departments.

## **DONATION**

Only after the surplus auction cycle is completed, and items do not sell, may they be considered for donation to not for profit entities.

## **VI. TRAINING**

Inventory Custodians and End Users are highly encouraged to complete a training session designed to aid their department with asset accountability. This training will assist departments with eliminating instances of assets being placed into a *not found* category and preventing non-compliance issues.

## **VII. RECORD RETENTION AND AUDITS**

Per NSHE policy, all records relating to asset management and annual inventory must be maintained by the responsible department and Inventory Control for the current fiscal year plus (7) seven years. All records relating to surplus must be maintained for the current fiscal year plus (3) three years. These retention periods are subject to change.

NSHE Auditors reserve the right to conduct physical and electronic audits, inclusive of departmental equipment, at any time. Maintaining accurate inventory records as well as ensuring proper asset management will contribute to a successful and efficient audit process.

## **VIII. ROLES AND RESPONSIBILITIES**

### **A. END USERS**

End Users are employees who maintain department equipment day-to-day. These are employees that have an understanding of the equipment, where and how it is stored, and manage end-of-life tasks for their equipment. End Users are responsible for the following:

1. Ensuring college assets are secure and accounted for at all times.
2. Ensuring college equipment used by students in classrooms is accounted for prior to the end of each class.
3. Accurately completing Asset Transfer Forms for any equipment that moves and providing those to Inventory Control.
4. Submitting Tickets with OTS or Work Orders with Facilities Management to move college equipment.
5. Communicating with Inventory Control to report any issues related to their department's inventory. For example:
  - i. An asset with a not found status was located.

- ii. An asset is missing or was disposed of improperly.
- 6. Conducting diligent research for all assets identified with a *not found* status during the inventory process and informing Inventory Control on any updates.
- 7. Communicating with Inventory Control and UPD in the event of any loss or theft of department equipment.
- 8. Verifying and providing accurate information on Off Campus Use Permit Forms and inspecting college equipment before and after checkout for damage.

## **B. SUPERVISORS**

Inventory Custodians are not always the End User's Supervisor. Therefore, Supervisors are included in communications related to department inventory. Supervisors are responsible for:

- 1. Ensuring employees that hold the End User role are held accountable for their responsibilities to ensure college assets are secure and accounted for at all times.
- 2. Addressing accountability issues with End Users and other faculty and staff when they are reported.

## **C. INVENTORY CUSTODIANS**

Inventory Custodians are the department head that is ultimately responsible for the department's inventory and are responsible for the following:

- 1. Ensuring End Users and Supervisors are held accountable for their responsibilities listed above.
- 2. Reviewing department inventory when received by Inventory Control.
- 3. Addressing issues related to assets that are in the *not found* status. Ensure End Users and Supervisors are conducting diligent research to locate those assets.
- 4. Returning the signed Certification of Inventory to Inventory Control by the specified date provided.
- 5. Ensuring inventory and asset management best practices are followed within their areas of responsibility.

## **D. INVENTORY CONTROL**

Inventory Control is an area under Delivery Services that is responsible for annual inventory processes. Inventory Control is responsible for the following:

1. Coordinating a timely annual inventory schedule.
2. Assisting departments with completing the annual physical inventory.
3. Reconciling annual physical inventory data to provide to End Users, Supervisors, and Inventory Custodians.
4. Ensuring Certifications of Inventory are completed and returned by Inventory Custodians.
5. Preparing Non-Compliance Violation notifications and communicating those with End Users, Supervisors, Inventory Custodians and Administration.
6. Producing accurate inventory records and an annual report to include:
  - i. Signed Certifications of Inventory from each Inventory Custodian.
  - ii. Metrics listing all assets inventoried, and all assets *found* and *not found*.
  - iii. A narrative and methodology of the year's annual inventory process.
  - iv. A Summary Statement.
7. Providing training and guidance to departments on the inventory process and best practices to ensure college assets are secure and accounted for.
8. Assisting departments with the proper disposal of college equipment in accordance with NSHE Procedures and Guidelines.
9. Verifying data has been sanitized from computer equipment brought to surplus.
10. Ensuring Asset Transfer Forms are accurately completed and fully approved by the AVP of Purchasing and Auxiliary Services, the Office of Grants and Contracts, and the Controller.
11. Updating the inventory records and system based on data provided by annual inventory records, Off Campus Use Permit Forms, and Asset Transfer Forms.

## **E. PURCHASING**

The Purchasing Department oversees Delivery Services including the asset management, inventory control, and surplus functions. The Purchasing Department is responsible for:

1. Ensuring Inventory Control follows all processes, procedures, and policies.
2. Assisting Inventory Control with communication to departments on non-compliance issues when necessary.

## **F. OFFICE OF TECHNOLOGY SERVICES (OTS)**

In addition to the responsibilities of End Users and Inventory Custodians, the Office of Technology Services is also responsible for:

1. Managing the check-out and check-in process associated with technology equipment and ensuring Off Campus Use Permit Forms are accurately completed and provided to Inventory Control.
2. Inspecting technology equipment for damage and ensuring all software installed adheres to CSN and Board of Regents policies, updating systems, and performing diagnostic testing all while ensuring the integrity of CSN and End User data.
3. Preparing outdated and damaged technological equipment for the surplus process ensuring data is sanitized from all hard drives.
4. Coordinating delivery or pickup of surplus items to the North Las Vegas Receiving dock accompanied by an accurate and complete Asset Transfer Form.
5. Communicating to Inventory Control in any case of lost, stolen, or missing technological equipment. Communicating with UPD when necessary and providing detailed information on completed Asset Transfer Forms.

## **IX. ASSISTANCE AND RESOURCES**

The Delivery Services website is the best source for End Users, Supervisors, Inventory Custodians, and other interested parties to find information on asset management, inventory, and surplus processes. CSN Delivery Services follows procedures, guidelines, and policies put in place by NSHE Board of Regents.

**A. [DELIVERY SERVICES WEBSITE](#)**

**B. [NSHE BOARD OF REGENTS PROCEDURES & GUIDELINES MANUAL](#)**

**C. [NSHE BOARD OF REGENTS HANDBOOK](#)**