

MISSION STATEMENT

The Department of Property Management is designed to function as the property control focal point of Alabama A&M University. The Department of Property Management is committed to providing means for the accurate documentation of newly purchased items in the University's inventory control system, the deletion of declared surplus items for disposition within accordance of State regulations, providing efficient and effective means for risk management and space utilization strategies, and carrying out the recycling program as required by Alabama Act 90-564 Section 3(a). In addition, as a unit of Property Management, the Shipping and Receiving Department functions as a central location for the receipt and delivery of incoming merchandise, and the shipment of outgoing merchandise. The department must comply with all State and Federal laws, and University policies and procedures regarding the receipt, delivery, and shipment of AAMU packages.

GOALS AND OBJECTIVES

- 1.0 To ensure that all surplus equipment in storage is disposed of by means of a surplus sale or other method of disposition.
- 2.0 By September 30 of each fiscal year the Physical Inventory for that current fiscal year will complete in accordance with State Regulations.
- 3.0 To ensure that all reports relating to the University's inventory are forwarded to the Comptroller's Office prior to year-end close-out date.
- 4.0 To ensure that all equipment received through Shipping and Receiving with a value of \$500.00 or more is tagged upon receipt and information pertaining to the equipment is input in the Inventory system.
- 5.0 To ensure that Property Management computer networking system is updated and operating properly, allowing for greater efficiency in providing and maintaining adequate information.
- 6.0 To ensure that Property Management policies and procedure manuals are updated and revised on an as needed basis.
- 7.0 To ensure that all warehouse personnel receive training in handling hazardous materials received at Property Management.
- 8.0 To ensure that all equipment received by shipping and receiving is delivered to its proper destination in a timely manner.
- 9.0 To ensure that Property Management policies and procedures manuals are distributed to all new faculty/staff on campus.
- 10.0 To maintain a hard-free environment in the Property Management facility to protect against injury of staff employees.

SHIPPING AND RECEIVING

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I. GENERAL

I.1 Objective

The primary responsibility of Shipping and Receiving is to receive, distribute, and ship material for Alabama A&M University. As a clearinghouse for merchandise acquired by Purchasing, Shipping and Receiving ensures merchandise delivery that is as quick and damage-free as possible. Shipping and Receiving also processes outgoing shipments.

Shipping and Receiving performs the following functions:

- Receives all parcels and packages shipped to the University
- Delivers (daily) parcels and packages to respective individuals and departments
- Provides temporary storage
- Organizes surplus property sales

Shipping and Receiving is located at the University Services building.

I.2 Policy

Shipping and Receiving's responsibility for merchandise delivered to the University begins on the receipt of the merchandise and ends on acceptance by the requisitioning department. Shipping and Receiving delivers merchandise directly to the requisitioning department.

To complete delivery, all items bought on a Purchase Order must be checked and signed for by an authorized individual in the requisitioning department. All documentation (e.g., packing lists, invoices) that come with the package will be sent to the department. The individual receiving the package, etc. will acknowledge receipt by signing handheld scanner presented by delivery clerk.

I.3 Authority

Shipping and Delivery has authority to receive and ship goods for the University.

Questions should be directed to Shipping and Receiving at 372-5546.

II. RECEIVING PROCEDURES

II.1 Receipt of Deliveries

Shipping and Receiving's personnel must physically inspect each item bought on a Purchase Order to ensure correctness of the item and to check for possible damage. This information is documented by the Warehouse Supervisor. Accounts payable will process for payment the invoices they have received after receipt of goods has been acknowledged through the receiving system in the Banner.

In cases where items are delivered directly to the department and are not processed by Shipping and Receiving, the department receiving the items must:

1. Inform the Secretary that the merchandise has been received.
2. Once verified, acknowledgement will be made through the receiving system in Banner by way of receiving code.

If an item requires tagging (e.g., and item of capital equipment) it will be tagged upon receipt of delivery at Shipping and Receiving or tagged in location it was delivered to.

II.2 Damaged Items

External Damages: Goods that arrive damaged are thoroughly inspected. A full description of the damage is noted on the Bill of Lading and initialed by the shipper. If the department chooses not to accept delivery due to the damage, the person who initiated the requisitioned item

will contact the shipper and/or vendor concerning replacement or repair of the damaged item.

Internal Damages: Detection of internal damage is the responsibility of the department and must be reported to the Shipping and Receiving Warehouse Supervisor within five days after delivery. The requisitioner will file the claim for replacement of merchandise. To process a claim, the damaged item must be returned to Shipping and Receiving in its original container with a completed Shipping Report (See Attachment A).

II.3 Partial Shipment Form

The partial Shipment Form verifies the receipt of merchandise and the shipment status is partial.

II.4 Undeliverable Items

Packages received with an incorrect or insufficient address are undeliverable. The Secretary will try to locate the requisitioner or obtain a return authorization from the vendor.

II.5 Wrong Shipment

Shipment discrepancies (e.g. shortages, wrong items) are reported to the vendor by the requisitioner to correct the problem.

II.6 Merchandise Requiring Assembly

Whenever merchandise arrives that requires assembly, special handling, or installation, the department is contacted and is responsible for the necessary arrangements to complete the delivery process.

II.7 Personal Orders

Under no circumstances will personal orders be accepted by Shipping and Receiving. Personal orders will be returned to the vendor by the shipper upon attempted delivery.

II.8 Express Packages

Priority One: All Priority One (Overnight) express packages received by 11:30 a.m. are hand-delivered to the appropriate departments before noon.

Standard: Standard express packages normally arrive between 2:00 and 3:00 p.m. If a package or envelope looks important or urgent, Shipping and Receiving will hand-deliver the package to the department.

II.9 Perishable Items

All perishable materials are immediately delivered to the requisitioning department, where an authorized individual must sign for it.

II.10 Receiving/Storage of Computer/Electronic Packages

All electronic equipment (computers, printers, typewriters, etc.) are immediately placed in a secured area ("cage") upon receipt and tagging. Only authorized individuals have access to this area. All equipment placed in this area must be delivered within a 24 hour working period.

Large deliveries that contain excessive amount of electronics such as computers for laboratories will be

immediately tagged and delivered due to storage constraints.

III. SHIPPING PROCEDURES

III.1 Shipments

Shipping and Receiving provides a facility capable of handling packages and freight items. All shipments must be charged to a departmental account number and must be accompanied by a Shipping Report Form (See Attachment A).

The following companies are some of the more commonly used companies:

1. Airborne Express Corporation
2. Burlington Air Express
3. DHL Express
4. Emery Express
5. Federal Express Corporation
6. United Parcel Services
7. United States Postal Express Service

Packages up to 150 pounds can be shipped by any of these express companies.

Packages over 150 pounds are considered freight and should be shipped by a truck line, such as one of the following:

1. AAA Cooper Freight Lines
2. Carolina Freight Lines
3. North American Van Lines
4. Roadway
5. SAIA Motor Freight
6. Southeastern Freight Lines
7. United Van Lines

8. Yellow Freight Lines
9. Consolidated Freight Lines

UPS Services: UPS provides a variety of shipping options including the following:

1. UPS Ground Services
2. UPSE GroundTrac
3. UPS 3 Day Select
4. UPS 2nd Day Air
5. UPS Next Day Air
6. UPS Next Day Air Early AM

All of these options except UPS Ground Service will provide both electronic package tracking and delivery verification. Hazardous materials must be shipped by one of the ground services.

III.2 Returns

Departments should contact the vendor to return items. Reasons for return items may include: incorrect or damaged items, duplicate shipments, unordered items, and wrong items. Departments must obtain a return authorization number before returning items to the vendor.

Departments must obtain an authorized Purchase Order before sending out University property for repair or estimate. The requisitioning department must obtain the necessary return authorization, which is required by most vendors, from the vendor.

NOTE: Any package shipped without going through Shipping and Receiving cannot be traced. Departments and individuals will be held

responsible for lost packages shipped other than by Shipping and Receiving.

IV. Surplus Property Sale

IV.1 Policy

Any item, such as furniture or equipment, designated unusable or obsolete may be claimed as surplus or transferred to another department. AAMU takes bids for surplus property according to the Alabama State Law. All surplus property sales must be conducted by the Department of Property Management.

IV.2 Procedure

Department: To declare items as surplus, the department must complete a Transfer and Accountability Form available from Property Management (See Attachment B). Once this form is received Property Management will make arrangements for the equipment to be moved. Once this transfer is made the department relinquishes control over the equipment.

Special circumstances warrant outlying units conducting sales; such size and weight of equipment. In these cases, the Unit manager, through the Dean's Office should first contact Property Management and supply a list of items to be sold and request permission for sale. Outlying Units will follow the same policies and procedures as required for on campus sales, in accordance with State laws. Instructions will be provided by Property manager.

IV.3 Surplus Bidding Process

Surplus bidding is advertised in Speaking Out News. Once surplus property has been advertised for bid, bidders may

view and inspect the property items at Shipping and Receiving.

- The sale lasts a minimum of three days, which allows interested persons ample opportunity to submit quotations. All bids must be submitted to Purchasing in sealed envelopes, according to the instructions provided, before the designated closing date.
- After the bid closing, Purchasing and the Director of Property Management will tabulate the bids and award the property to the highest bidders.
- Successful bidders will be notified for the awarded items. Successful bidders should make payment at the Cashier's Office in Patton hall. To pick up the property, successful bidders should take their receipts to Shipping and Receiving. Shipping and Receiving will verify the paid cashier's receipt.

IV.4 Proceeds

Proceeds will be transferred to the General fund account after completions of the surplus sale.

SHIPPING AND RECEIVING

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GENERAL

I.1 Objective

The primary responsibility of Inventory Control is to maintain accurate records and control of Alabama A&M University and government-owned equipment. The accuracy of these records depends on the cooperation of the departments to inform Inventory Control of equipment changes, transfers, and relocations.

I.2 Policy

Alabama A & M University will maintain accurate and reliable records of capital equipment acquired by AAMU.

I.3 Authority and Scope

Inventory Control is responsible for:

1. Collecting and maintaining property identification data on capital equipment.
2. Tagging capital equipment with bar-code labels.

I.4 Definitions

Capital Equipment/Property: Capital equipment is defined to be an item of movable, non-expandable, and tangible property. Capital equipment has a useful life of more than one year and a cost or value of \$5000.00 or more. Capital equipment must be tagged with a bar-code label. Capital equipment purchases should have the following banner code: 77005. The designations

“property” or “equipment” are used interchangeable with “capital equipment.”

Property Value: Property value is the cost of capital equipment. The value of gifts will be the value placed on them by the donor.

Obsolete or Surplus Property: Obsolete property is property that is no longer needed for the purpose intended. If it is not needed in another department, it should be offered for sale and removed from the property and accounting records.

II. INVENTORY SURVEY

II.1 Procedures

Inventory Control conducts a campus-wide inventory survey once every two years. Using a bar-code scanner, Inventory Control surveys each room on campus that contains equipment. The bar code scanner is programmed with the following information for each equipment item:

- :Inventory Data
- :Building
- :Room
- :AAMU ID Number
- :Department Number
- :Account Number(where possible)

This information is updated for every item scanned.

After completing the survey, Inventory Control compares the new inventory data to the previous inventory data and prepares a discrepancy report, which is forwarded to the Director of Property Management.

NOTE: Inventory Control is only responsible for collecting data. The departments are responsible for the care and maintenance of the University's property that has been assigned to them.

II.2 Classification Codes

NOTE: Classification Code Manuals are distributed to the department.

II.3 Missing Property

Property that cannot be located during the inventory survey is earmarked "Missing" on the property records. The custodian should make every effort to locate the missing property and advise Inventory Control when items are located. Missing property, even though earmarked on the property records, will not be written off the accounting records.

III EXISTING PROPERTY

III.1 Responsibility

The Budget Unit Head is responsible for all property assigned to his or her area.

III.2 Changes

Departments must notify Inventory Control of any equipment changes, transfers, and relocations. The departments involved must submit a Property Transfer Form to Inventory Control. The form is available at Property Management.

III.3 Loans to Other Organizations

AAMU property may be loaned to other organizations with an agreement in writing signed by the appropriate Dean or Director and the Director of Property Management as well as a Sign-Out form.

III.4 Stolen Property

The Budget Unit Head should notify Inventory Control and the AAMU Department of Public Safety as soon as he or she suspects capital equipment has been stolen. An investigation will be conducted.

Once the investigation is completed, a report is made to Inventory Control. On the basis of the investigation's findings, a final determination is made concerning disposition of the equipment. A copy of the police report needs to be sent to the Inventory Control office before the item can be deleted from inventory records as stolen.

III.5 Transfers

Transfers of property between departments must be reported to Inventory Control on a Property Transfer and Accountability Form. The following information must be typed or printed legibly on the Form:

:Property Description

:AAMU ID Number

:Building and Room (Show original & new location)

:Signatures (Both location authorized personnel)

Inventory Control will adjust the property records to reflect the transfer.

NOTE: Property moved within a department must also be reported to Inventory Control to correct property records.

III.6 Off-Campus Use of University Property

A Dean or Director may authorize off-campus use of University property by University employees. Such off-campus use of University property requires written approval by the Dean or Director responsible for the property. The Director of Property Management must receive written approval. The persons utilizing this property off campus must complete the "Equipment Sign-Out Form" with the Director of Property Management.

IV. NEW PROPERTY

IV.1 Equipment Obtained Without a Purchase Order

Inventory Control will inventory equipment not obtained against a Purchase Order only when appropriate backup documentation is available. Appropriate backup documentation may include the following:

1. Transfer form showing equipment value
2. Gift information
3. U.S. Government form that states the origin of the item.

IV.2 Lease/Purchase Arrangements

Equipment obtained under a Lease/Purchase arrangement will be inventoried at the Lease/Purchase value.

IV.3 General Procedure

All new property is tagged at Shipping and Receiving before delivery to departments.

If a department picks up property directly from a vendor, or delivery is made directly to the department, the department must notify the Department of Property Management so that the appropriate receiver code can be set in the Banner system. Accounts Payable will process the information for payment to be issued. The Inventory Control Clerks will provide the department with the tag and record the information in the database.

IV.4 Purchased Property

Departments:

1. The Budget Unit Head determines the need for capital equipment and seeks approval through the budget process.
2. The department submits a requisition with appropriate signature approvals in the BANNER Finance module. Once adequate approval has been processed through BANNER, Purchasing Services will initiate the purchase of capital equipment.

Purchasing:

1. Purchasing obtains electronic approvals for expenditures.
2. Purchasing issues a Purchase Order

Shipping & Receiving/Inventory Control

1. On receipt of merchandise, Shipping and Receiving matches the Purchase Order to the packing slip to verify that items received are as those ordered.

2. Shipping and Receiving enters the necessary receiving information on the Receiving Database.
3. For capital equipment, Shipping and Receiving notifies Inventory Control so the equipment can be tagged with a bar code label.
4. Inventory Control sets up a property record for each equipment item in the database that contains the following information:

:AAMU Property Number	:Building	&
Room No.		
:Unit Cost	:Serial Number	
:Purchase Order Number	:Funding Source	
:Acquisition Date	:Department	
:Classification Code	:Description	

Direct Departmental Delivery or Pick-Up: When property is received other than through Shipping and Receiving, the department is responsible for notifying Shipping and Receiving and signing the proper documentation for payment process.

IV.5 Property from Federal Contracts and Grants

AAMU complies with Federal Regulations and Government Property Control Systems Manual.

Capital equipment may be obtained in the process of working on federal contracts and grants. All items purchased against a contract are capitalized. Capital equipment may be borrowed from the government against a contract. In either case, AAMU is responsible for the care and maintenance or equipment records, which

are maintained the same as AAMU. Inventory Control will transfer the property records. However, all maintenance records and condition records are maintained by the P.I. or custodian of the grant/contract purchased property.

Departments should keep the following records on capital equipment for which they have custodial responsibility:

1. AAMU property control number (AM0000)
2. Condition of equipment at time of maintenance (e.g., good, poor, fair, or unusable)
3. Date maintenance was performed and
4. Description of maintenance performed.

When the contract is closed, the borrowed equipment is either returned to the lending government agency or given to AAMU. A signed statement from the agency is necessary for equipment transfer to AAMU. Inventory Control will transfer the property records.

Property purchased or obtained and recognized as Federal property is tagged using a barcode label titled "Property of U.S. Government". The label is also identified by maroon and white color code. Title III will also maintain additional identification records as well for Title III purchased items.

IV.6 Gifts and Donations

The Office of Research and Development approves, records, and acknowledges all gifts and donations of capital equipment. The Budget Unit Head office should notify the Office of Research and Development as soon as donated equipment has arrived, or as he or she knows that it is coming. He or she should provide full details

concerning the gift on a Gift Information Report available from the Office of Research and Development.

IV.7 Federal Surplus Purchases

Equipment may be purchased, when authorized, from federal surplus sales.

1. If the equipment originally cost the U.S. Government 2500.00 or more, the equipment is classified as “Restricted” and cannot be disposed of or removed from the State unless approved by the Alabama State Agency.
2. If the equipment is to be used for the purpose originally intended, the equipment is set up in AAMU property and accounting records as other capital equipment. If the property is acquired for spare parts, fabrication, etc., it is expensed.

IV.8 Personal Property/Equipment

Alabama A&M University employees with personal equipment on campus must maintain control of their personal property/equipment. All items that do not have an Alabama A&M University property tag or are not properly identified will be tagged and counted on that department’s inventory. Therefore it is requested that all university personnel identify all personal property (ex. Computers, furniture, printers, etc.) that may be in their offices. If an item is tagged that was not properly marked as a personal item, that faculty or staff member must be able to provide a receipt or some type of proof of ownership. Property Management is that each department complies with this request before we arrive to do physical inventory.

Inventory Control

Attachment

RISK MANAGEMENT

Policies and Procedures

I. GENERAL

I.1 Objective

The Alabama A&M University administration recognizes that administrative accountability and controls are the cornerstones of a successful Risk Management program. In order to ensure the overall effectiveness of this program the following objectives must be achieved by:

1. Identifying exposure to loss which the University, faculty/staff and student may be exposed to. This is best carried out by conducting facilities and systems reviews.
2. Determining the highest probable maximum loss exposures and the relative impact of potential losses upon the University and community.
3. Implementing an incident/accident reporting system.
4. Evaluating the best method for handling risk whether it be by way of risk measures, risk avoidance, risk abatement, self-assumption or self-insurance.
5. Establishing fundamentals of risk financing involving risk retention and risk transfer.
6. Examining what exposures should be maintained and what should be transferred.
7. Processing claims, investigation review, historical records collection, probability costs of occurrences, and funding for reserves.

8. Eliminating risks and preventing claims through loss prevention programs and training. (Coordinated through Human Resources and EH&S).
9. Determining the legal disposition of claims (out-of-court settlements).

I.2 Policies

The primary responsibility of the Risk Manager is the day-to-day management of the policies and procedures that the administration of AAMU has established to protect the University's students, faculty, and staff as well as property from bodily harm, and financial loss.

The Risk Manager performs the following function: identify risks, eliminate or reduce risks, and when necessary, propose appropriate insurance coverage. The form and limits of liability for property and casualty protection of the University shall be determined by the Risk Manager in consultation with AAMU administration.

The University will not procure insurance coverage against limited and predictable risks of financial loss, but, rather, will attempt to limit these risks through sound business practices. The Risk Manager will recommend deductibles on property insurance to the administration. Such recognitions will be based on insurance market conditions. The administration will consider the services offered by the insurers, their reliability and financial stability, as well as the price of the insurance coverage as competitively determined in the purchase of insurance. The University recognizes no other obligation to insurance underwriters, brokers, or agents.

The University will remain alert to all opportunities for cooperative action with institutions that may promote mutual benefits in handling risks. Any such cooperative activity shall be explored by the Risk Manager and reported to the University administration.

II RISK MANAGEMENT PROCEDURES

II.1 Incident/Accident Reporting System

An incident/accident reporting system has been established at Alabama A&M University. These administrative procedures associated with the Risk Management program require that all faculty and staff report all types of incidents/accidents occurring to students, employees, visitors, volunteers and/or buildings, property equipment, to the Risk Management Department.

The Risk Manager is located at 3409 Meridian Street

Reports should be made immediately upon occurrence so that the Risk Manager may pursue each incident while it is current and fresh in the minds of individuals involved. The reporting of incidents serves two primary purposes.

1. To concentrate on eliminating future risks and implementing management changes that may be indicated by the occurrence of these incidents or accidents. The concept of “lessons learned” from management viewpoint is applied.
2. To gather the facts necessary to document what happened and to investigate, if appropriate, the facts and circumstances surrounding the incidents/accidents. This involves reviewing the case

with those involved and documenting as accurately as possible, all known facts concerning the case.

II.2 Loss Prevention

The concept of loss prevention is important to the ultimate success of the AAMU Risk Management program so as to effectively manage all incidents occurring on the campus. Educational programs shall be developed by the Risk Manager and personnel to sensitize supervisors at all levels, employees, students and the general community of their responsibilities for proper loss prevention.

Training Programs: It is the responsibility of the Risk Manager in coordination with Human Resources, Public Safety and Environmental Health to conduct training programs designed to familiarize all employees with the possible implication occurrences. Included should be a thorough discussion of the legal implications of accidents of the type that are likely to occur at Alabama A&M University. The primary purpose of the training is to motivate supervisors and employees who are involved in accidents to join forces in an attempt to eliminate claims of all kinds. The theme of this loss control program is that prevention is the best way to reduce complaints of exposure to liability law suits and to property losses.

When an accident/incident occurs or a complaint concerning the facilities at AAMU is noted by a supervisor or employee, such supervisors or employees are instructed to have the complainant discuss the matter with either the Risk Manager, Director of Human Resources, Public Safety or Environmental Health who will conduct a review of the case and provide a response to the complainant, responding to those questions that are

considered of importance to either the complainant or his/her representative.

This program provides the complainant or their representative an avenue other than the courts through which questions may be asked and reasonable answers expected. During training sessions, supervisors and employees will be encouraged to make incident reports for all serious accidents involving potential liability both to the institution or the individual.

Step-By-Step Procedure: Cooperation from supervisors and employees is needed to:

1. Notify the Public Safety or the Risk Manager immediately of an accident using the incident report form or police report. @Ext.5547
2. Preserve the evidence.
3. Provide a frank description of the evidence.
4. Provide documentation of the exact occurrence.
5. Assist the Risk Manager in evaluating the degree of damage done, if any probability or permanent or partial disability, if any, etc.
6. Assist the Risk Manager in impartially evaluating the merits of allegations in light of documented evidence and work with the Risk Manager and/or University Counsel to help case and the defense posture to be taken.

7. Update the written incident report which has previously been submitted with claimant without the approval of the Risk Manager and/or University Legal Counsel.
8. In the event of legal service, please make note of the type of service (i.e., time and date received person to whom delivered) and notify the Risk Manager as soon as possible.
9. Observe the confidentiality regulations of Alabama A&M University in the case. Ordinarily incident reports are prepared in one copy and submitted directly to the Risk Manager for the purpose of follow-up investigation, if necessary, filing for future reference, and statistical analysis for historical data files, projections, and predictions