

## 1. Purpose

- a. To provide JABSOM internal procedures for 1) decal issuance and 2) temporary receipt of theft-sensitive property for off-campus, business-related use.

## 2. Applicability

- a. These procedures apply to all individuals, whether employees or non-employees, who intend to temporarily borrow University of Hawaii owned, theft-sensitive property for business-related activities off-campus.
- b. Decals shall be issued for all University of Hawaii owned theft-sensitive property meeting criteria set forth in Section 3 below, even if said property is not borrowed for off-campus, business-related use.
- c. These procedures apply to all UH and RCUH funded purchases of theft-sensitive property whether processed through the UH KFS system, RCUH Purchasing system, or UH P-Card system. Applicable to the following accounts:

System	Account Type	Account Number Sample
UH KFS, UH P-Card	Tuition/Special	2xxxxxx
	Revolving/RTRF	3xxxxxx
	Private	4xxxxxx
	Federal	6xxxxxx
RCUH	Revolving	0001xxx, 0002xxx

## 3. Definitions

- a. Campus: Any University of Hawaii owned, leased, or otherwise affiliated space in which business activities are performed.
- b. Theft-Sensitive Property: Any tangible, non-expendable personal property which is not capitalized and:
  - i. Has a useful life of more than one year;
  - ii. Has an acquisition cost from \$0 - \$5,000 per unit inclusive of applicable freight, taxes, shipping insurance, and installation charges; and
  - iii. Is any mobile, portable device, e.g. laptops, tablets, cell phones, etc., or
  - iv. Other items determined by department/program to have a high risk for loss at the discretion of the PI, Chair, or Dean. These other items shall still meet guidelines set forth in 3.a.i. and 3.a.ii.

#### 4. Responsibilities/Procedures

a. Borrower:

- i. Inform supervisor/principal investigator/department chair and department staff of intent to borrow theft-sensitive property and take off-campus.
- ii. Ensure JABSOM Receipt for Temporary Off-Campus Use of University-Owned Property (hereinafter referred to as "Receipt") is completed and approved prior to removing property from campus.
- iii. Ensure theft-sensitive property is safeguarded, used only for business-related activities, and returned to campus upon end of borrowing period or upon termination.
- iv. Assist in preparing and providing documentation as requested.
- v. Ensure issued decal is affixed to theft-sensitive property. For those items where it is not possible to affix a decal, Borrower shall ensure proper controls are in place such that theft-sensitive property is readily identifiable at all times.

b. Department Staff:

- i. Prepare purchase documents as requested. Utilize appropriate Theft-Sensitive Property object code:

System	Description	Object Code
UH KFS, UH P-Card	Theft-Sensitive Property	777U
RCUH	Theft-Sensitive Property	0003

- ii. Prepare Receipt as requested and obtain appropriate approvals.
- iii. File and retain original Receipt. Send copy of approved Receipt to Fiscal Administrator.

c. Supervisor (e.g. Principal Investigator or Department Chair):

- i. Ensure completeness and accuracy of information provided on Receipt.
- ii. Review and approve all Receipts.
- iii. Follow-up with Borrower on return of property to campus upon the end of the borrowing period or upon the Borrower's termination.

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d. Fiscal Administrator:

- i. Ensure proper object code is utilized on Theft-Sensitive Property purchases.
- ii. Issue decals for Theft-Sensitive Property purchases.
- iii. File Receipt copy in appropriate Account folder or with purchasing document.

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Updates:

- 5/2/2019:
  - Renamed from “Controlled Property Internal Procedures” to “Theft-Sensitive Property Internal Procedures” as UH Administrative Procedure 8.509 already defines “controlled property.” This change is being made to avoid confusion when describing the two different types of property. All instances of “controlled” have been replaced with “theft-sensitive.”
  - 2.b.: Added sentence.
  - 3.a.iii.: Added to clarify only mobile, portable devices shall be issued a decal.
  - 3.a.iv.: Added to allow departments/programs to exercise discretion should they wish to decal items other than those listed in 3.a.iii.
  - 3.b.: Deleted in its entirety. Contained list of items, e.g. computers, monitors, etc., that will no longer be decaled under these revised internal procedures.
  - 3.c.: Deleted in its entirety. Contained list of items and their respective useful lives that are no longer applicable under these revised internal procedures.
  - 4.a.v.: Added second sentence.
  - Other various edits to truncate.