

Procedure:

A. Procurement and Tracking Procedure for Assets Purchased Through a Sponsored Program (SP)

1. Ordering Procedure

The PI generates a Requisition for the acquisition of the asset and, together with the required supporting documentation, forwards it to the Procurement Office. The Procurement Office processes the Purchase Order, sends it to the vendor, and sends an electronic copy to the PI. The Receiving Department has access to all purchase orders through the CFS PeopleSoft system and is responsible for tagging all Capital as well as Sensitive Equipment based on per unit purchase price.

2. Receiving & Cal Maritime Tracking Procedure

The supplier delivers the new equipment to the Cal Maritime Receiving Department, where it is received in the CFS PeopleSoft system. The Cal Maritime Receiving Department tags all

5. Uses

When acquiring replacement property, the campus should use the property to be replaced as a trade-in or sell the property and use the proceeds to offset the replacement property cost.

Federally funded equipment must be used by the campus with the following order of priority:

- a. Program or project for which it was acquired as long as needed, whether or not the project or program continues to be funded by a federal award
- b. Activities under a federal award from the federal agency that funded the original project
- c. Activities under a federal award from other federal agencies, including consolidated equipment for information technology systems.

B. Title and Ownership

Ownership of Assets Purchased Through a Federal Grant

D. Disposal of Assets

When equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency