FAQs

ABOUT THE STANFORD PROPERTY MANAGEMENT OFFICE (PMO), PART OF RESEARCH FINANCIAL COMPLIANCE AND SERVICES (RFCS)

GENERAL INFORMATION

- *What is Property Management and why is it important?*

  Property Management information and its importance can be found on this [link](#).

- *What is "capital" equipment?*

  Equipment is considered capital when it meets ALL of the following criteria:

  - Cost of equipment is $5,000 or more (including sales/use taxes and freight charges)
  - Equipment has a useful life of more than one year
  - Is free-standing, moveable (not a fixture to a building such as HVAC)

- *What is the role of a Department Property Administrator (DPA)?*

  Every University department has an assigned Property Administrator. Department Property Administrators (DPAs) establish and maintain property records for their assigned areas. The DPAs provide guidance to department personnel concerning property matters such as acquisition, coordination of transfers, equipment custody, and equipment at sub recipient locations, maintenance, physical inventory, and disposal. DPAs are their schools' liaisons with PMO on property related issues. Roles and responsibilities can be found by navigating [here](#). DPA Directory can be found [here](#).

- *I am a new DPA; Whom do I contact and where can I find training materials?*

  Contact the University Property Administrator (UPA) for your school. UPA information can be found by visiting this [link](#). User guides and other reference material can be found [here](#). Three classes are required to obtain access to the Property Management systems:
  - ORA-1310 Property Policies and Procedures

- ORA-1320 Sunflower Records, Creation and Maintenance
- ORA-1320 Disposals and Reports for Property

All three are given quarterly. Registration is through Axess/STARS.

- *What is SPARC and for what tasks can I utilize the application?*

  SPARC stands for the **Stanford Property Administration Resource Center**. The site serves as a portal for common property tasks. Additional Information can be found by visiting the [SPARC](#) page.
  Excess Requests (This function is limited to authorized users only) This application is used to request the physical collection of equipment items for sale or disposal. It may be used for for *Barcoded assets* and for *NON-Barcoded assets*. For dispositions that do not require physical collection, please perform the excess request directly in Sunflower.
  Screening Attestation: Pre-purchase screening attestation (a regulatory requirement) can be completed either via Sunflower or Sparc. The SPARC process is much faster and more efficient.
  Catalog Request: Used to request the creation of new model numbers in Sunflower, Catalog Request can be found by visiting this [Link](#)
  DPA Directory allows you to search for Department Property Administrators (DPAs) and their contact information, and can be found [here](#)**.**

- *Where can I find the Quad and Building number information for my location?*

  Information can be found on the maps and records [website](#).

- *Where can I find the order form for barcode labels, overlays and other property stickers?*

  Information for ordering can be found by clicking the link *Property Tag Order Form*.

  ACQUISITIONS, RECORDS

- *How do I create a purchase requisition for capital equipment?*

  In the University procurement system, you must select the Standard Capital Equipment category of requisition. Only this category permits the use of capital expenditure types. (A list of the most commonly used expenditure types in purchases, can

be found here.) Another feature of the capital requisition is the requirement that at least one approver must be a Department Property Administrator (DPA) with DPA Signature authority.

- *What are the most common types of Property related acquisition?*

  Purchase: Information on capital purchases can be found by visiting fingate.
  Donation: A donation is a gift of equipment or tangible property to the University without an expectation by the Donor of anything in return. A donation may be directed for use by a particular department, research program, or PI. Donations are not the property of faculty, staff or students, but rather of Stanford University, even if they may have been the primary contact or delivery point for the donation and the designated end user. Follow the links for Procedure and Transmittal Form for additional information.
  Loan: A loan is a piece of property provided to Stanford or from Stanford with no cost. If you are notified of a loan please contact your PSR. More detailed information, including operational procedures can be found here.
  Transfer (incoming): Please review this link for information on Transfers.

- *Where can I find the most Common Expenditure Types for Property and Equipment acquisitions?*

  Please visit the Common Expenditures Used link.

- *What is the unmatched report and what are my responsibilities as a DPA?*

  The unmatched report is used to find capital requisitions where equipment has yet to be tagged and entered into Sunflower. It is the DPA's responsibility to follow up on equipment receipts, tag the item(s), gather the necessary information (make, model, serial number, location) and record the information in Sunflower. Per University/Federal Policy record creation is to be done no more than 30 days after equipment arrival. If there are delays in the order please contact your PSR so they can take note and follow-up.

- *What defines a fabrication and where can I find the forms?*

  A 'Fabrication" is the building of a unique, individual piece of capital equipment, that is not commercially available, built by Stanford personnel. Additional information can be found, by clicking on the following links: Fabrication Policy, Fabrication Request Form, Fabrication Completion Form

- *How can I determine the "Ownership" or "Title" of capital equipment purchased with sponsor funds? Why is it important?*

  The "Title" is set by the terms and conditions on the contract or grant that was signed between the university and a sponsor (funding source).   Title is listed in the Notice of Award (NOA) for the contract/grant. Equipment can be title vested to either Stanford or Sponsor. Any sponsor-owned equipment, regardless of value, must be tagged and recorded in Sunflower. Sponsor titled equipment does not belong to the university and we are accountable to the funding sponsor for its proper accounting, maintenance and record keeping. Equipment title vested with the Federal government is closely scrutinized by our auditors. At the end of a contract/grant, sponsors commonly grant Stanford the title, however, this is at the sponsor's discretion. There are times when the sponsor will expect the return of the equipment.

- *What is the definition of Sponsor funded equipment and why is it important to know?*

  Sponsor funded equipment is purchased either fully or partially with sponsored award funds (awards in the range of PAAAA through VZZZZ).   Sponsor funded equipment must directly benefit the funding project. Other uses may be allowable based upon the terms and conditions. Sponsors may be federal agencies, state agencies, or private foundations and corporate sponsors. Reports on capital equipment items are often required under the terms of the funding award, so accurate records are necessary. Additional information is available by visiting General Requirements, and Agreement Management.

- *What is the definition of Government Furnished Equipment (GFP)?*

  Government furnished equipment is equipment directly provided by the government sponsor to benefit the funding project. Equipment title almost always vests with the sponsor, and generally involves significant audit scrutiny.

- *How can I adjust, correct or modify a capital transaction?*

  Capital transactions cannot be adjusted via ijournal and must be completed by submitting a capital template. Information can be found by viewing the instruction page and the submission form can be found by clicking on this link.

- *How many days prior to my AWARD's end do I have to purchase equipment?*

  Equipment purchases need to be completed 90 days prior to the end of an award. Justification may be required for any capital acquisition within 90 days of the end of the period of performance of an award.

- *Why is the Physical Inventory so important?*

  Physical inventory is performed in accordance with University policy and Sponsor compliance requirements. The process includes a physical sighting or other approved method of verification to confirm the existence, location, department, project accountability, and use status of equipment. Information can be found by visiting the Physical Inventory page page in addition there is also the Physical Inventory Calendar and Pre-Inventory Checklist

DISPOSALS AND REUTILIZATION

- *Do I need to submit a SPARC EXCESS request when disposing of Non Barcoded assets and when will my request be picked up?*

  YES, a Sparc request is required. Disposal requests may take 7 to 10 business days for collection from the date of PMO approval, though usually much less.

- *When do I use Sunflower for disposals?*

  The Sunflower application is used for record retirements when items are not to be physically collected for disposal. Examples include trade-ups and manufacturer returns. Please contact your PSR for guidance and more information.

- *What process do I follow when a PI is departing Stanford and wishes to take equipment with them?*

  Immediately inform your PSR of the impending move. They will need to know the PI name, institution where they are moving and a list of any property the PI wishes to take with them. The review of a potential transfer can take several weeks, so please submit the request well in advance of departure. Not all equipment may be eligible to transfer, and Property Management will provide eligibility information on the equipment listed. Written approvals are generally required from the Department Chair and the appropriate Dean's Office representative. Please contact your PSR for details.

- *Does my IT contact need to wipe my computer of data before sending to surplus for resale?*

  This is based on the preference of your department, but it is not necessary. Surplus will destroy all data on computers prior to any sale or disposal. This data destruction is to Department of Defense standards, and at no cost to your department.

- *What are my reutilization options?*

  The preferred procedure is to post to the reuse.stanford.edu web site

  The Stanford University Reuse Website is Stanford's online mechanism for University staff and faculty to advertise usable items they no longer need and are willing to transfer to another department. Inter-departmental transfers may be either free or for compensation via a transfer of funds. Departments can also create a wanted posting for items they need. In addition to capital equipment, individuals may also want to post non-capital items or supplies (e.g. furniture, toner cartridges, office and lab supplies, minor equipment, etc). Items acquired through the Stanford University Reuse Website can only be used by Stanford departments for use in University business. The website and the items acquired cannot be used for personal purposes.

  You may also offer the items to other departments by sending an email to the stanfordstaffers@lists.stanford.edu email listserv (subscription required to post emails). Please be sure to state the item(s) are for University use.

  If you are not successful with the reuse option, please contact Surplus Sales.

  Under no circumstances can University equipment, supplies or material be given to individuals, including staff and faculty, nor to other organizations or companies. Please contact PMO for guidance and assistance if there is a desire to transfer title of equipment or other property - this is a strictly regulated activity with legal implications.

- *What is the Furniture Reutilization Program?*

  The Surplus Sales department maintains a warehouse for the storage of good condition reusable furniture items. When departments have furniture they no longer need, they deliver it to the warehouse, where it is available at no cost to other departments. This is a very popular program, and is maintained at no cost to the participating departments, other than the cost to transport furniture to and from the warehouse. For details, please visit the Surplus Sales site.