

503-013-A: Externally Funded Equipment & Property Management Procedure

This procedure implements CSU systemwide policy for Sponsored Programs Administration: [Externally Funded Equipment & Property](#) (ICSUAM #11003.13).

Summary

CSUMB and the University Corporation maintain procedures that are compliant with the systemwide policy on Externally Funded Equipment & Property (ICSUAM #11003.13). Equipment purchased with federal or non-federal funds, through an externally funded award (grant, contract, cooperative agreement or other agreement) are managed in accordance with CSUMB and University Corporation policies and/or procedures, federal regulations and sponsoring agency restrictions.

Process

100 Federally Funded Grants

101 Equipment: Management of capitalized equipment (with a purchase price greater than \$5,000) will comply with 2 CFR 200.313 for the useful life of the equipment. The Post-Award Admin works with the CSUMB Property Department to ensure that federally funded equipment is used by the campus with the following order of priority:

1. The 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;
2. Activities under a federal award from the federal agency that funded the original project;
3. Activities under a federal award from other federal agencies.

102 Supplies: Title to supplies and materials vests in the University Corporation upon acquisition. In accordance with 2 CFR 200.314, the Post-Award Admin verifies that there are not supplies and materials (including cost of computing devices) purchased on federally funded grants with a total aggregate residual value of \$5,000 or greater at the end of the project period.

1. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project and the supplies are not needed for any other federally funded award, the University Corporation will retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. Federal amount is calculated in compliance with 2 CFR 200.313(e)(2).
2. As long as the federal government retains an interest in the supplies, the Post-Award Admin and the PI will ensure that supplies acquired under a federal award will not be used to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by federal statute.

200 Funding Other Than Federal Grants

When purchasing equipment with funds from a federal contract or non-federal grant or contract source, the PI and Post-Award Admin will follow CSUMB and University Corporation policies/procedures regarding equipment purchase and disposition or the guidelines in the sponsor agreement, whichever is more restrictive.

300 Transfer of Externally Funded Equipment from an Auxiliary Organization to the University

Equipment is transferred to CSUMB for management and tracking. CSUMB manages capitalized equipment in the PeopleSoft Asset Management (AM) system. The Post-Award Admin provides information to the CSUMB Property Department on the source of funding and title of equipment for inclusion in the AM system to ensure that equipment remains subject to the requirements of the original funding source.

301 Management: CSUMB manages capitalized equipment in the PeopleSoft Asset Management (AM) system. The Post-Award Admin provides information to the CSUMB Property Department on the source of funding and title of equipment for inclusion in the AM system.

302 Disposition: When CSUMB wishes to transfer, sell, or dispose of an asset, they will send the request to the Post-Award Admin responsible for the original funding source of the equipment.

If the equipment acquired under the federal award has a current value greater than \$5,000 and is no longer needed for the original project or program or for activities currently or previously supported by a federal awarding agency (as indicated above under Section 101), the Post-Award Admin must request disposition instructions from the federal awarding agency if required by the terms and conditions of the federal award. If the campus is authorized or required to sell the property by the federal agency, proper sales procedures must be followed to ensure the highest possible return, in compliance with 2 CFR 200.313(e)(2)

In compliance with the CSUMB Property Department Policies & Procedures, items of Equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency. Refer to 2 CFR 200.313(e)(1).

Roles & Responsibilities

PI: Responsible for initiating the purchase of equipment and supplies; and managing the disposition of such equipment and supplies (subject to this procedure and/or the university's property management guidelines).

Dean (or other administrator): N/A

Corporation, Post-Award Admin: Responsible for reviewing and approving the purchase of equipment and supplies on grant funds. The Post-Award Admin also confirms the disposition of equipment and supplies meets sponsor guidelines.

SPO: N/A

References

For definitions of key words in this procedure, refer to the CSU systemwide [Sponsored Programs Definitions Policy](#) (ICSUAM #11001.01).

Related Documents

- CSUMB Property Department Policies & Procedures
- [ICSUAM Policy 3150.01 Administration of University Property](#), including [CSU Administration of University Property– Equipment Procedures](#) (.pdf)
- Equipment funded by a state contract may contain language that requires the equipment title to vest with sponsoring agency upon project completion, in accordance with the [State Contracting Manual \(SCM\)](#) Chapter
- When applicable, for regulations under Federal contracts, refer to – [Federal Acquisition Regulation](#) (FAR)
- Federal regulations related to property/equipment management – [2 CFR 200 Property Standards](#)

Guidelines

Refer to CSU systemwide policy for additional useful guidelines:

<https://calstate.policystat.com/policy/6597062/latest/>