

ADMINISTRATIVE DIVISION FINA Administration and Finance	POLICY NUMBER FINA 2.82
POLICY TITLE Asset Management	
SCOPE OF POLICY USC System	DATE OF REVISION October 1, 2024
RESPONSIBLE OFFICER Executive Vice President for Finance and Chief Financial Officer	ADMINISTRATIVE OFFICE University Finance – Controller’s Office

PURPOSE

Assets comprise a significant part of the University’s resources and are an integral part of its operations. As considerable University funds are involved, asset expenditures must follow an established review and monitoring process to ensure their appropriateness. The purpose of this policy is to outline the guidance and responsibilities for managing assets in accordance with applicable regulations and provisions, including the accounting, inventory, use, and disposal of University property.

DEFINITIONS AND ACRONYMS

Capitalized Assets: Asset acquisitions (Account 56XXX) including, but not limited to, furniture, fixtures, and equipment with a unit cost exceeding \$10,000 and a useful life in excess of one year.

Inventoriable Assets: Moveable assets meeting the definition for capitalization.

Non-Capitalized Assets: Items classified as supplies (Account 53XXX) that are consumable or become unidentifiable with use.

“Right-to-Use” Assets: An intangible asset that represents a lessee’s right to use an underlying asset for a period specified in the respective agreement/arrangement (e.g., leased equipment).

POLICY STATEMENT

This policy is regulated by the South Carolina Code of Laws, OMB Uniform Grant Guidance, and Federal Acquisition Regulations regarding asset management and personal property acquisition and disposal.

- A. Legal Authority – The South Carolina Code of Laws (Section 10-1-140) requires the heads of State agencies and institutions to be responsible for personal property under their supervision and requires that such property, except expendable items, be inventoried annually.
- B. Ownership and Title – Ownership of all equipment acquired by the University, through acquisition or transfer, rests with the University.
- C. Custody and Control

1. The accountability for the proper care, maintenance, and security to prevent misuse or loss for all University equipment is delegated to the Chancellors, Vice Presidents, Deans, and Department Heads, depending on their division or area of responsibility.
2. Equipment accountability will be vested with the department in possession of the equipment, not the department/campus that paid for it, if different.
3. All departments should appoint an individual to be responsible for equipment, including disposals, transfers, and physical security.

D. Responsibility

1. The Controller's Office is responsible for maintaining the detailed asset records for the University. As new items are purchased, the Controller's Office will coordinate with departments to ensure proper tagging occurs.
2. The Controller's Office will conduct an asset inventory annually. Annual asset inventory instructions can be found in the accompanying Procedure.
3. University assets should be used for University business only and should remain on official premises. Exceptions are allowed only with formal, written authorization from Chancellors, Vice Presidents, Deans, or Department Heads.
4. Disposals must be initiated at the department level and coordinated with Consolidated Services and the Controller's Office, who will provide the necessary review and approval of all disposals of equipment.
5. All state property, which includes equipment and supplies purchased with state funds, must go through the State of South Carolina's surplus process.
6. Responsible parties that do not comply with these policies and procedures are subject to personal liability.

- E. Other Considerations – The Governmental Accounting Standards Boards (GASB) has established accounting and financial reporting standards that require certain agreements to be recognized as “right-to-use” assets. These assets are not inventoriable but must be accounted for and recorded appropriately. The Controller Office monitors these requirements and establishes procedures to ensure compliance.

PROCEDURES

The procedure for this policy provides details on the administration of asset management for the University. The procedure can be found here:

https://sc.edu/about/offices_and_divisions/controller/toolbox/policies_and_procedures/index.php

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[BTRU 1.04 Authority to Sign Contracts](#)

[FINA 1.00 Chart of Accounts](#)

[FINA 2.14 Acquisition and Payment of Goods and Services](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
December 15, 2006	New Policy Approval
June 14, 2017	Revisions to address process changes due to OneCarolina implementation
October 1, 2024	Language, content, and formatting updates