6(&7,21 , 3523(57< 0$1$*(0(17 $1' $&&2817$%,/,7<

$ 6XEMHFW_____

% 3XUSRVH_____

& (TXLSPHQW 'HILQLWLRQV_____
    *HQHUDO (TXLSPHQW 'HILQLWLRQ

                      7DJ 1XPEHU
                      'HVFULSWLRQ
                      0DQXIDFWXUHU
                      0RGHO 1XPEHU
                      6HULDO 1XPEHU
                      (TXLSPHQW /RFDWLRQ
                      &&RVW
                      6SHHGW\SH

       $VVHW 0DQDJHPHQW

' 5HVSRQVLELOLWLHV_____
    (TXLSPHQW $FFRXQWLQJ
    0DQDJHPHQW &HQWHUV
    'HSDUWPHQW RI (QYLURQPHQWDO +HDOWK DQG 6DIHW\
    $QQXDO 5HSRUWLQJ WR '2' DQG 1$6$
    &DSLWDO (TXLSPHQW 3XUFKDVH $SSURYDO
    $FTXLVLWLRQ RI *RYHUQPHQW 3URSHUW\
    (TXLSPHQW 6FUHHQLQJ   & 2WKHU (TXLSPHQW 8SGDWH 3URFHV
    6SRQVRUHG 3URMHFW $FFRXQWLQJ'RFXPHQWDWLRQ RI 5HWLUHG (T)
                7DJJLQJ &DSLWDO (TXLSPHQW

(5HWLUHPHQW RI ,!™` #3U9€<%,QIRUPDWLRQ(QWHUHG DQG 6WRUHG LQ &DS
                3K\VLFDO ,QYHQWRU\HV Rd &DSW
   $VVHW 0DQDJHPHQW

6(&7,21 ... ± $33(1',&(6

6(&7,21 ,, '7 &2//(&7,21 $1' 6<67(0 83'$7(

$ 'DWD &ROOHFWLRQ_____
    $VVHW 0DQDJHPHQW

$ (TXLSPHQW &KDQJH RI 6WDWXV IRU

% 3K\VLFDO ,QYHQWRU\ 6FKHGXOH

& (TXLSPHQW %XLOGLQJb¨LS•ï¿ooRE

& D S L W D O   (T X L S P H Q W   6 W D Q G D U G   3 U R F H G X U H

%   3 X U S R V H

7 R   R X W O L Q H   W K H   S R O L F L H V   F R Y H U L Q J   G L V S R V L W L R Q   D U H   D F F R X Q W D E L O L W D W L R Q   D Q G
W U D Q V D F W L R Q V   I R U   F D S L W D O   H T X L S P H Q W   Z L W K   W K U H H   J X L G H U D O   5 H J X O D V
D J H Q F L H V   R W K H U   V S R Q V R U H G   J X L G H O L Q H V   D W L R Q V X U D   2 F %   & O L Q F D O O   G U W

&   (T X L S P H Q W   ' H I L Q L W L R Q V

*HQHUDO (TXLSPHQW 'HILQLWLRQ

1 R Q   H [S H Q G D E O H   W D Q J L E O H   S H U V R Q D O   S U R S H U W \   Z L W K   F K D X G   L D F J   T X X L V
R U   P R U H   S H U   X Q L W   D Q G   D   X V H X D O   O L I H   F R R V V L G H U D W H H U   F W D S K D W V   D R Q K
K H U H L Q   D I W H U   F D O O   D Q G   L W V   T X X S P H H Q W   W V R I   W K H L V S U R R O G H Q G D X U H   7 K L V
G H I L Q L W L R Q   L V   G H W D L O H G   L Q   W K H   Q O O L Y H U V L W \ ¶ V   L Q G L U H F W   F R V W

6SHFLDO 3XUSRVH (TXLSPHQW

(T X L S P H Q W   X V H G   R Q O \ P H G R L U F D G H V   V \ E F U H F O R W H L F K L G L F R D O O R D W F K H L U Y L W L H V

*HQHUDO 3XUSRVH (TXLSPHQW

(T X L S P H Q W   W K H   X Q V R H W R O Z K L F K L G   V R Q O G L W E O O U H V F H L D H U Q F K L P H   R U   R W K H U
D F W L Y L W L H V   ([D P S O H V   R I   J H Q H U D O   S X H U T X R L V H T X H P H H Q W L S O H Q O L Q J V U L Q Q F O X X G K
F R Q G L W L R Q L Q J   H T X L S P H Q W   U H S U R G X F W W U R Y H O D O Q F G O S V L O O D Q G D X H W T X L S
S U R F H V V L Q J   H T X L S P H Q W

*RYHUQPHQW 0DWHULDO

3 U R S H U W \   Z K L F K   P D N H   E H   L Q   L Q R R U S P D U W D W V F K H P H G R W E R H D G H I H O O G H L U H G   X Q G H U
R U   W K D W   P D \   E H   F R Q V X U R H U S D L Q F H V R H   D F G O R Q H W U D E X W W   , W V   L Q R W   O L P L W H G
S U R F H V V H G   P D W H U R L Q H Q S D U D V V F R P S L R H O   D Q G   V R S D O O P W ` R H x … H P U

a. *RYHUQPHQW)XUQLVKHG 3URSHUW\ *)3

3URSHUW\ LQ WKH SRVTXLVVLVGRQLRIHFRWULQ.PHQWWKHQGRYXEVHTXHQ GHOLYHUHG RPDRGWKDHYULZLOKOKDHBQOLYWRJUWHLVWWVZLWOKOK WKH *RYHUQPH

b. &RQWUDFWRU $FTXLUHG 3URSHUW\ &$3

3URSHUW\ SURFXUHGGRRRUGRHWKGHE\WKWLVKHHFRSVWULDFWPODQUFRURWD FRQ WLWOH WR ZKLFK LV YHVWHG LQ WKH *RYHUQPHQW

c. 6XEFRQWUDFWUHRGU3$URSHUW\ 6$3

)RU WKH SXUSRVH RWIPWDKQLXVDOHTXXLSWPLHRPQDWQOVSUZKLFK LV SURFX RU RWKHUZLVH SURYLGHG WR Wp 0

' 5HVSRQVLELOLWLHV

DQG SURYLGHGIRRU DOO ODQJXDOLGDWLRQ BIIEQSDWFDDOOHTXUSURMHQW I2R0% &
$WWDFKPHQW 1 IRUH VFWDIDRQGVD IXQGV JRQYDHUHPLHQWVWRKHSURJRSHRUW\ 7L
3DUW IRUPHUO\ $20% &HLVWFXQGDUVKHHPDQXGLVWDQJUGUWKHSURORQHVLELOLWL
IRU LPSOHPHQWLQJ DQG PRQLWRULQJVWKHVH IHGHUDO DXGLW UHTX

0DQDJHPHQW **&HQWHUV**

'HDQV 'HSDUWPHQWLS&OOHDLQVH3WLLQJIHWRRUQVDVH3,IHUDUQHHG $KGHPLQLVWUDW
UHVSRQVLEOH IRU DWKHLWWDLUQLQJ(DILGHQGWEWLQJ SDKQGLFDO LQYHQWRU
HTXLSPHQW UHSRUWLQJDOO VDFTXLRSOEQ DOE GRDOFLOLVWLQGDQ\ DQG DOO
HTXLSPHQW /LVWHG EHORRZHDXHSWFKHQWWDDWQPVXDFWW ERHQVHSRUWHG IR
)HGHUDO DQG QRQ IHGHUDO IXQGV

D)DEULFDWHG (TXLSPHQW

,W LV WKH UHVSR,QVRULELDOOL$WGPRLQLVWKEHFDDGRIPLLQXDQLQWRQWR ILOO RX
1RWLILFDWLRQ RI)DEULFDWLRQ RI (TXLSDEHQFWDWRLRUPQESHURRWUHHFVWDJUWKH
FRPSOHWHG IRUP DQGHWQKHVSRURMHFW ZDLDJOQOEXPPEHVVLJQHG3, RU D
ZRUNLQJ RQ DWKSHHELWVOORNHQHFWKLVPSXUWVRVXJGHWKWDDJVQXPEHU RQ DOO
UHTXLVLWLRQV SXOUYKKRPHH RUGGPDLUG OGPQPQDXWDOLRRXUODO HQWU
ZHOO DV $FFRXQWV3DH\\DEOOHZ WZKLHOVOHHQWURWLH PDVIWGLVWRV&KH XSOURMHFW
DQG WKH HTXLSPHQWLFH SXWW GODWVRJ WWHKPH IDHFUZLOOFODWWG LWHP JD
SHUWLQHQW LQIRURPDWLRRIQWKHOHGQGWKHLU SURMHFW ZLOO

$FTXLVLWLRQ RI *RYHUQPHQW 3URSHUW\

7KH 3, VKDOO EH UHVSRQVLEOH QRW RQO\ IRU SURSHU\VW\LRQ KLV FRQWURO LQ D
ZLWK WKH WHUPV RI DQ\ WKH 7FKRLQVWLQ DFFWRUGHG VHSURSGHGUW\ VXFK FRQWUDFW
PD\ EH LQ WKH SRVVHVVLRQ RI VXEFRQWUDFWRU ZKLFK FRQWURO WKH SURSHUW\
PD\ EH IXUQLVKHG RU DFTXLUHG DUH DV IROORZV

    ,)URP $JHQFLHV RI ++6'2'(2'1*6$ RU 2WKHU &RQWUDFWRUV

*RYHUQPHQW SURSHUW\ PD\ EH VKLSSHG GPLVWRWVLKHOQHV 8QLYHUVLW\ IURP
*RYHUQPHQW FRQWUDFWRUV 7KH 3, LV UHVSRQVLEOH IRU WKH SURSHUW\ WKFKSUURS
FXVWRG\ RU FRQWURO 7KH VSRQVRU WKV QDHGLHGLV VXXDLOHLQWVGRFOWRRODFRQWXLUYDWHN
UHIOHFW WKH WUDQVDFWLRQ

    ,, 'LUHFW 3XUFKDVH E\ WKH &RQWUDFWRU

'LUHFW SXUFKDVHV E\ WKH 3, XVLQJ VFSRRQQWWRRUDHHGG IDXXOWGKPLWKQHHODDO VORWWEHUV
WKDW WKH LWHPV DKUHHHVD SSOORQQV FRDUOH EOHG SUWRRHJUVDURPDOLO\ QGDQHFHHUVVVD\U 2ZQHU
ULJKWV LQ VXFK SURSRYHHUWUWQHHG VEDODOVOEOHSURSHUWGLSHHQ QVJUWD 8SRQURYLVLRQ U
SDVVDJH RI WLWOH

(TXLSPHQW 6FUHHQLQJ

3UH DFTXLVLWLRQ EHVFFUHRHHQGXLQFLQJ WHHZLGOGO DPSWXVLLI\ZLOGXNH WRRULGVXHEQVWDQWLDOO
HTXLSPHQW IRU SXUFKDRDVJHUHHHLRWHU XVLFRORQJVWWUDDQOFWWW DYODXQSSSRUWHG ZLWK
IXQGV ,I LW DSSHDSSPHDQWLVLFFHORRLH\WKWHLXVFELVLVVOODDUQWWVWKKODO DSSURSULDWH
SHUVRQQHO ZLOOEHWHFRRUGPLQQFHVWHKHWDVODYUDHULGHGDXEVLHHOL,WW\VLWKVKQRUUJMHGXVH LV Q
RU WKH VFUHHQLQJ WVSURRWRGHHQWXWULH IOOOLWKH\RUPLEXOODVUWWHDTXLVWSLPHQW WKH S
UHTXLVLWLRQ ZLOO HOEHHLDSSSHDSUSURSURYLHGDOWVEKFPLXVUWHKHTXLVVWV WRDRQOG ZLOO EH SURFK
SXUFKDVH

(DFK PDQDJHPHQW FHQWHU KDV HVWDEFOKKOLGVMHL $GGRSSROQWWVLEDOOWWLYHIRUH
VFUHHQLQJ VXFK SXUFKDVHV

6SRQVRUHG 3URMHFW $FFRXQWLQJ 6 3$

a. *UDQWV $GPLQLVWUDWLRQ

    6 3$ VHWV XS QHZ JUDQWV ZLWKLQ WKH $'6QLWWKKHUV\DOWW\VWVVWXDGGWW
    FRQWUDFW IRU WKH JUDQW DQG GHWHTUXLPSSOPHHQQWZKHVWWHOKHV RZOQLKIUWWKH
    DJHQF\ RU LV WUDQVIHUUHG WR WKUHWW 8QGLYUHLWVVLWWH FHRLRQWFKHOQXVLURURPP
    6 3$ XVHV D ILHOG FDOOHG ³(TXLSPHQWL TXLSWSOHHPQWHWR 7WKKHRZZRRGGHQVHU
    DUH

        ± 8QLYHUVLW\ RZQHG
        ± 2ZQHG E\ WKH 6SRQVRU
        ± 2ZQHUVKLS LV FRQGLWLRQDO VHH FRQWUDFW
        ± *RYHUQPHQW RZQHG

    :KHQ ILQDO GLVSRVLWLRQ RI WKH JULDQW RLMRRXFKODQRJZHQIRRUVWKHSDR6
    IURP JRYHUQPHQW RZZOQHGRZQRHGSQ6LX\$ULVRUHLVSRQOPLEQOH($I RI WKH IL
    GLVSRVLWLRQ RKLO HUILUDHGWVDRQWWRKHWVKHTXDWSJUPHDQQWW IURP

E   <u>6XEFRQWUDFW</u>WRU &RQWURO

7KH 6SRQVRUHG 3URJUDP Q4 J B \$$ FLVR XG WSR QWLE WHQ RUDOQGH HFXWLQJ
VXEFRQWUDFW DJUHHPHQWV   63$ HQV

(5HWLUHPHQW RI (TXLSPHQW

5 H W L U H P H Q W

8 V H   W K L V   F D W H J R U \   I R U   W K H   I R O O R

$ 'DWD &ROOHFWLRQ

$VVHW 0DQDJHPHQW

'DWD WR EH LQWHJUFDRVOHOGH EYQWHZR $0 $FYFLRDX QXVWV FKD\VDHE GRHGHUV DQG LQY
EDFN XS GRE RXPHQWDOMHYLHZ HGE ZLG (DO PDQNHH VD GU FKHDOHWLRQV DV QHFHV
2FFDVLRQDOO\ WKHI HDV QHDZ OLVWKHPHQW VSRRZVLLOEOH ORRFDWHG WKH 3D\DEOH
LQWHJUDWLRQ ,Q OWKRUHPVDHO FEDDVFHV XS WKHR OXPE QWUDIWLRZQHG E\

% ,QIRUPDWLRQ (QWHUHG DQG 6WRUHG LQ $VVHW 0DQDJHP

0DQXIDFWXUHU

$ WKLUW\ FKDUDFWHHU ILDHQXGDOLWXWHQRUJZRYGSHURVOXHFGXLSPHQW RI WK
7KH YHQGRU ZKR VROGWVRKWKHTXQNPLHQVWHLOGD\ZLWOKHEPDOQXIDFWXUHU RQ
WKH VDPH

0RGHO 1XPEHU

$ WKLUW\ FKDUDFWKHHU ILDHQXGDOLWXWHQJVRPRWGKHH OHQXXPELHPHQW 0RGHO QX
DSSHDU RQ WKH LOOYRHLRHUG IRUVSXOQGWVH \WGKRDWRWKDSSHDU WKHU\ WKH\
REWDLQHG ZKHQ WKH STXULSPHHULOWQ LV VWRDQSODRFHWLVOJRVWK 3K\VLFDO ,QY
3OHDVH QRWH WKDEOHVRIRGHPROVWQXUPEHOLHLUSKVVWFKDHORROQHDSSKHDWUV RQ WKH HT
DQG LV LGHQWKLHLLHQGYGXQWLRQJ\ SURFHVV

6HULDO 1XPEHU

$ WZHQW\ FKDUDFWWKH ILDHOOXGIDFLWWXULHQ VRVHWVKIDOSOQXPEH RI HTXLSPHQW
QXPEHUV VRPHWLPHVLDSSHDXUVRWQKHQ YDQHGX ZKLOQOW KREHWDXLSPHQW LV V
WKHQ HQWHUHG LQWR $0

(TXLSPHQW /RFDWLRQ

$ XQLTXH WHQ FKDWJDUDFWSHUHVHHQOOGVWWKDKFKRPPELLQGWQLRQRILGLJLW DQG UR
QXPEHUV)RU H[DPSOH LI DQ HTXLSPHHQWWRLRWHP ZDVRIOWWKHGLRYREHGLHFLO
5HVHDUFK %XLOGLQJ WKH (TXLSPHQWZLVRFDWLRQ ZRKOHGHDGSOXPHDUUDVDIU
DVVLJQHG E\ WKH 8QGLYHPLQLVVWUVSODWRFXHOPDOQLQJVWRGHDOO VELQFOXGHG LQ V
$SSHQGL[&

&RVW

$ ILHOG LQGLFDWVQJFXWWKUHHGRVWWRUOLWW\SXHSHLGWFH 7RKHH DFWXDO DPRXQW S
FRVW UHFRUGHG 7DKOHXHDVLVKRPXDOONEHW XVHHXLURSPHGQRQRDOQGHGHTXLSPHQW WU
WKH 8QLYHUVLW\ 3OOHLDQFIHH GRWWLVWKOGHFSHUGDHGQQ ERXVSWLHSOH 6SHHGW\S
XVHG WR SXUFKDVH DQ LWHP WKH WRRXWDOGEFRVRWVRDLDQHGTEXLSWPHQOQWLJW
RI FRVW IRU DOOHOQWRWXRZUQROLDYLQWLQJYXQQGXHPEHWUWKH6RWPPHHVODPSOHV RI FRVW

Speed Type

A nine character field that populates … For example the … Speed Type value that is entered …

Acquisition Placement Date

These two field dates … the item … was … when deprecia…

Purchase Order Number

A ten character … Purchase … This information … only be available if the item was … process. All equipment items manu… information is available outside of AM.

Department

A six digit number that indicates … responsible for the … equipment … The … value … from the Speed Type … the equipment purchase … location … character … are assigned by the … management cen… The … department … Controller's schools are defined by the following first number:

- Arts & Sciences
- University General
- Engineering
- MSASS
- Law School
- School of Medicine
- Weatherhead School of Business
- Dentistry
- Nursing

Sponsor Name

A field indicating the … name spon… to org… which equipment is charge(d) … sponsored program … item … number in the PeopleSoft … module. For … sponsored program … the … department name … name of the endowment. Sponsored … or is kept blank.

Award Number

A field that indicates the number … for … award … which equipment is charged … Grade … System … or seller … blank field are … values that are used for equipment … purchased with Universi(ty) …

PI Name

A field indicating … who is respon… which equipment is charged …

Equipment Custodian

A field indicating … responsible … person who … the equip… basis … often used … contact for … the equip… Intus as a … Lab or Facilities Manager

& 2WKHU (TXLSPHQW 8SGDWH 3URFHGXUHV

c. (TXLSPHQW LV RQQWRKHIROXQQG DQGWLLOLV FFRQYHDFWZWKH 3, RU $G
DQG KDYH WKHP ILQG WKH HTXLSPHQWQHTGXLSRPHWODXW ZLOO HLW
URRP RZQHUVKLS OLLVWWKHHGUHQLY0D RUQWWKHRFDWLRQ R$UZLOO PD
DSSURSULDWH FKDQJHV LQ $0

d. (TXLSPHQW LV RQQWRKHIROXQQG DEXQGVLWWKUDVRRU$GPLXQDEOH WR
HTXLSPHQW ,Q WKL$GPLDQHVVWKDIW3RUORZLLUHODHRKDDEXVOH DVRXUFHV
WR ORFDWH WKH HITXLSPGLQWWDEHQGIRXOQGLWVVHRXWWKHQ ZTXLSPH
&KDQJH RI 6WDWXV IRUP LQ RUGHU WR KDYH WKH HTXLSPHQW

3URFHGXUH 5HYLVLRQV

$Q\ FKDQJHV WR WKEKG6WUDHQPGXDVUWG 3HURD&8SQRVYHGRG0HWKH

$SSURYDO

7KLV 6WDQGDUG LV3UKRFHHGEXUDHSSURYHG

2Q ILOH LQ WKH &RQWUROOHU¶V 2IILFH
6LJQDWXUH DQG 7LWOH

'DWH

APPROVALS

Name	Signature	Date
Department Administrator	Signature Field	
Department Chair	Signature Field	
Dean's Office Designee _____	Signature Field	
Environmental Health Safety	Signature Field	
Office of Research Administration	Signature Field	

Not needed for Section D

Only needed for Section A when applicable

This section to be completed by Accounting

Please e mail completed form to

APPENDIX B – Physical Inventory Sched(ule)

Case Western Reserve University		
Controller's Office		
Physical Inventory Schedule		
		As of
	Year Odd years	Year Even Years

January   Pathol… *(illegible text)*

Appendix C – Building Code Reference

Commonly Used Building Code

Sorted by Building Name

BuildingName	Bldg	BuildingID

Commonly Used Building Code

Sorted by Building Code

Page of

Building Name		Building Name		Building Name	
Dental School		Guest House			
	C		C		C