



QUINSIGAMOND

Community College

Inventory Control
Surplus Property

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All College Property

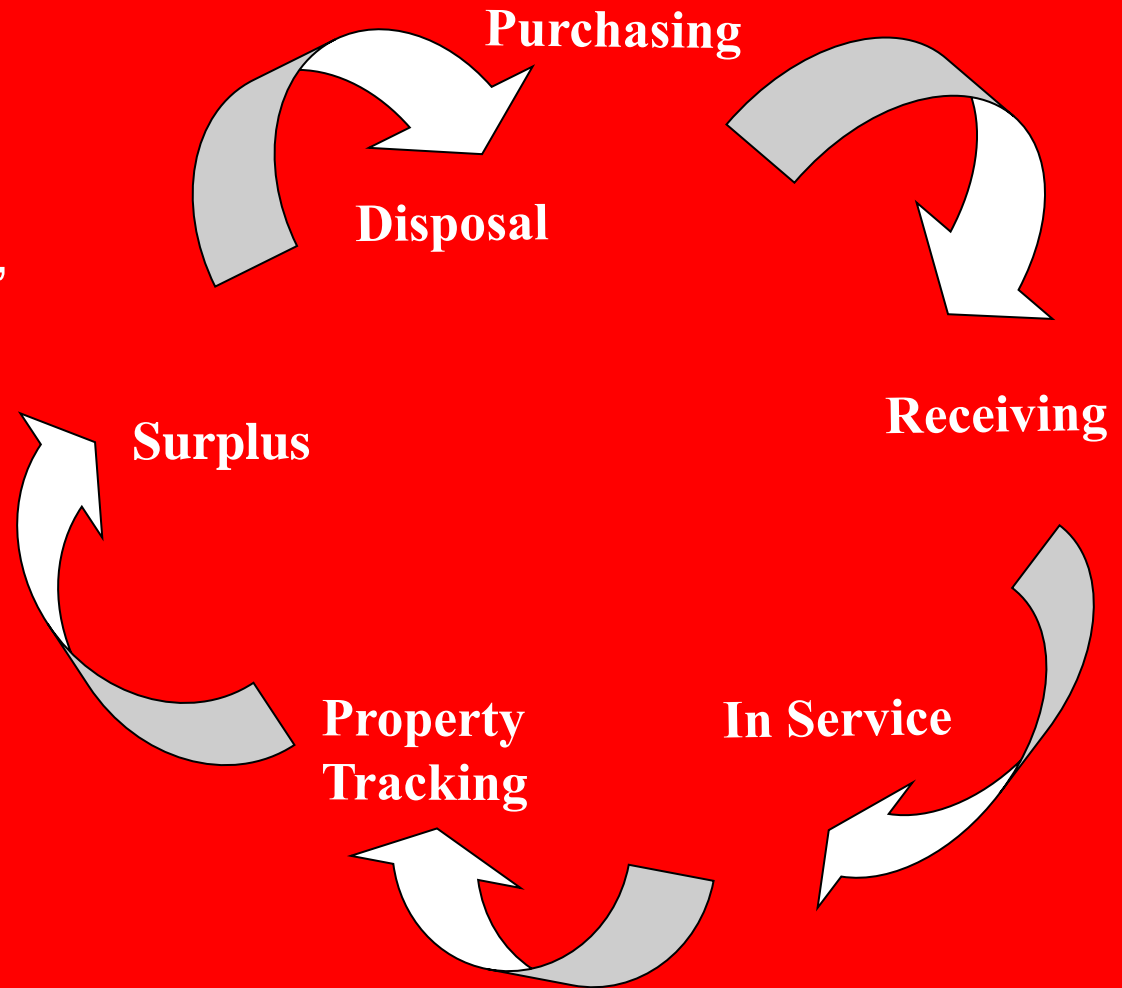
**is the property of the
Commonwealth of Massachusetts.**

**We are the stewards of that
property.**

State agencies may not transfer, donate, destroy
or otherwise dispose of property without
following the procedures of the Massachusetts
State Surplus Property Office.

Cycle of Inventory Control

Objective: To ensure that supplies, fixed assets, surplus property, and obsolete equipment are properly safeguarded, accounted for, and disposed of, according to state regulations and guidelines.



Cycle of Inventory Control

“Purchasing”

- Cycle begins: a purchase requisition is submitted for approval to the Purchasing Department.
- A copy of the processed PO is sent to Central Receiving. Purchases of \$1,000 to \$49,999 are flagged by the Purchasing Dept which notifies the QCC shipper/receiver to expect delivery.
- Each PO indicates delivery is to be made to Central Receiving. Items that must be delivered in place need prior written approval by the Purchasing Department.
- Blanket POs and Credit Cards can not be used for items worth over \$1,000 without prior approval from the Business Office.

Cycle of Inventory Control

“Receiving and Tagging”

- Delivered items are matched to a Central Receiving PO copy.
- Central Receiving reviews all shipments to ensure order is complete and not damaged.
- All accepted items with a value of \$1,000 to \$49,999 are recorded on a computerized database and a QCC Inventory Tag number is assigned and affixed to the item. Please do not remove these tags from any item. (If an inventory item needs to be returned for a replacement, please notify the Inventory Control manager before sending item back to the manufacturer.)
- The business office will not pay any invoice over \$1,000 until Central Receiving has sent notification of receipt and the QCC Inventory tag number assigned to the item.
- All donations must be processed through the Institutional Advancement Office. Any donations over \$1,000 must be inventoried and a QCC Inventory tag affixed.
- Leased equipment does not need to be tagged. Leased to Own does.

Cycle of Inventory

“In Service”

- Central receiving will deliver items to the appropriate department.
- The cost center head/designee signs for the delivered items, accepting responsibility for the proper tracking and reporting of items.
- Inventory control logs, to account for the temporary sign out and return of items from their designated areas, shall be kept by individual departments.
- All college property shall be used for purpose intended. Off-site use of college property is prohibited as this diminishes the item's shelf life.
- Vandalism and/or stolen property must be reported to Public Safety and the Inventory Control Manager immediately. A 647 form will be filed with the state auditor's office.
- Defective items that need to be returned to the Manufacturer, need verification from the Inventory Manager

Cycle of Inventory

“Property Tracking”

- In December, department inventory sheets (containing QCC tag items of \$1,000 to \$49,999) will be distributed to all cost center heads to perform an inventory check. These sheets need to be completed, signed and returned within two weeks to the Inventory Control Manager.
- All departments are responsible for tracking and inventorying their items worth under \$1,000.
- Items worth \$50,000 or more are considered capital assets and tracked by the business office.
- Each year an annual physical inventory will be performed. All items of \$1,000 to \$49,999 must be physically seen and recorded.
- Items moved on a permanent basis need a Facilities Work Order filled out. If item is tagged with a QCC inventory number, a relocation form (available in the Print Shop) must be filed with the Inventory Control Manager.

Cycle of Inventory

“Surplus Property”

- Departments with surplus property must file a “Report of Surplus Property Form” (green form available in the Print Shop) with the College’s Surplus Property Office. Once form is completed/signed, Central Receiving will remove the item from your area.
- Said items will then be made available , by means of email notification, for internal college use only. To request an item from surplus fill out a “Disposition of Surplus Property Form” (yellow form available in the Print Shop) and return form to Central Receiving.
- Any remaining surplus items are reported to the Mass State Surplus Property Office (SSPO). These items remain on the state list for 60 days at which time any state or non-profit agencies may request them. By visiting this site (www.mass.gov/osd), QCC Departments may request surplus property from other state agencies.
- Items not requested after 60 days and released by the SSPO after conforming to state guidelines, will be put out to bid to the community for personal use. QCC employees are except from bidding.

Cycle of Inventory

“Disposal”

- When you really, finally absolutely just want to get rid of an item as it has absolutely no value to you or anyone... whether or not the item has a QCC inventory tag . . .there is only ONE way to throw out state property . . .
- A **Worthless Property Certification (WPC)** must be filled out (forms are available through the Inventory Control Manager).
- A three member property disposal team will inspect, determine the value of item and sign the WPC which shall be sent to the SSPO for authorization to dispose.
 - Once authorization to dispose has been received from the SSPO, Central Receiving will remove the item from your area.
 - Please remember Non-GAAP inventory does not depreciate. If an item is not disposed of with the proper paperwork, the item is reported stolen at the item's original purchase price.