

Policy on Controllable Property:

According to the State of Connecticut Property Control Manual issued by the Office of the State Comptroller, Controllable Property assets must be identified and inventoried on a regular basis. Beginning July 1, 2015, Controllable Property assets are items with a cost under \$5,000 that have a life of one or more years, and are sensitive, portable, and theft-prone in nature. Controllable Property includes ALL computers (desktop computers, laptops, iPads, Netbooks). Controllable Property assets may also include other types of equipment deemed by the department to be controllable such as audiovisual equipment, televisions, projectors, communication equipment, cellular phones, data processing equipment, computer peripherals, scanners, and cameras.

It is the responsibility of the individual departments to identify and inventory Controllable Property assets on a regular basis. Controllable Property asset records are available in the KFS Capital Asset Module (CAM).

It is the Custodian's responsibility to safeguard Controllable Property assets owned by their departments. For example, equipment should be locked in a secured location when unattended, and should be stored in an environmentally suitable location.

Procedures and additional information are available on the Accounting Office/Inventory Control website at:

<http://accountingoffice.uconn.edu/inventoryplant/inventory.html>