

Memorandum

To: Project Investigator and Project Director
From: Roger Waldron, Property Management
cc: Grants Officer; Property Manager
Subject: Equipment Received by Project Investigator / Project Director

Government (sponsor) regulations require that equipment expenditures be accounted for in the college-wide property management system (INSITE). The Research Foundation of CUNY as well as your college is under scrutiny by the sponsors for full compliance to these regulations, particularly as regards equipment purchased at your college. Non-compliance carries adverse consequences for both RFCUNY and the colleges. As the Research Foundation's Executive Director, Richard Rothbard, commented in his July 25, 2002 letter to the College Presidents and Deans of Professional Schools, "the potential negative consequences include reduced indirect cost recovery rates, audit disallowances, and ineligibility for new awards".

The purpose of this letter is three-fold: (1) Alert you to the importance of complying with existing regulations; (2) Stress how dependent the property managers are upon your providing the pertinent information in an accurate and timely manner; (3) Provide a mechanism by which a better flow of information can be achieved.

At the heart of the non-compliance issue is the low capture rate for some of the colleges, as evidenced in our equipment reconciliations to the INSITE system. An optimal capture rate cannot be accomplished as long as equipment acquisitions are not inventoried and recorded in INSITE.

The property manager at your institution relies on the information you provide him (her) with to tag the equipment and inventory it into the INSITE system. Therefore, it is necessary that you contact your property manager **within (2) weeks of receipt** of the equipment and indicate an appropriate time when you or a qualified representative from your office will be available to allow the Property Manager to inventory the property. As you are well aware, the equipment in your possession is the property of the sponsor of your project; it is incumbent upon us all to see to it that the equipment is kept in good condition and correctly accounted for until such time as the sponsor requests its return or deems that it be used in another important research project. Moreover, should you receive property (Computer Hardware, Printers, Scanners etc.) with a unit value between \$0 and \$4,999.99 via the use of a Purchase Card (credit) or Small Order Form, you must also report such items to your Property Manager.

In an effort to assist you in the information transmission process, we have devised a form, which you will need to submit to your property manager to advise him (her) of all equipment receipts. The form contains basic information, which will be supplemented by the property manager's on-site visit to tag the equipment and gather more data for entry into INSITE. This form, which is attached, will be forwarded to you along with a copy of a purchase order every time one is issued.

Your cooperation in this matter is very much appreciated. If you have any questions, please do not hesitate to contact me via phone at (212) 417-8572 or email at **Roger_Waldron@rfcuny.org**, or your school's property manager.

**EQUIPMENT RECEIVED BY PROJECT INVESTIGATOR // PROJECT DIRECTOR
Acknowledgement Form**

Purchase Order (P.O.)/ Purchase Card (credit)/ Small Order Form #:

Vendor / Manufacturer: _____

Account // PRSY #: _____

Quantity: _____

Item(s) Description: _____

Serial#: _____

Model#: _____

Available Period for Tagging: _____

(PI's **Signature** and **Contact#**)

(Print Full Name)

(Dept. representative **Signature & Contact#**)

(Print Full Name)

NOTE:

By filling in the information above, signing your name and returning this letter to the Property Manager at your college's campus,

1. You acknowledge your responsibility to have the equipment reviewed and tagged by your college's property management department within two (2) weeks of receipt;
2. You further acknowledge that the equipment in your possession is the property of the sponsor of your project, that you pledge to keep it in good condition and, unless sponsor guidelines state otherwise, to return it to the sponsor at the completion of the project;
3. You understand that unreported purchases contribute to inadequate capture rate, which may lead to reduced indirect recovery rates, audit disallowances, and ineligibility for new awards; that, further, additional action may be taken by your cuny campus officials if failure to report equipment acquired with grant funds persists.

*Below please find a list of **Property Managers** and contact information*

College Name	Last Name	First Name	Phone#	EMail
Baruch College	Brown	Lakesha	(646)660-6052	Lakesha.Brown@baruch.cuny.edu
BMCC	Whyte	Nathan	(212) 220-8047	nwhyte@bmcc.cuny.edu
Bronx C.C.	Christian	Charlton	(718) 289-5262	charlton.christian@bcc.cuny.edu
Brooklyn College	Levin	Jules	(718) 951-5727	jlevin@brooklyn.cuny.edu
Central Office	Gerard	McCarthy	(212) 397- 5669	gerard.mccarthy@mail.cuny.edu
City College	Ashford	Charles	(212) 650-5390	acharles@ccny.cuny.edu
College of Staten Island	McGinn	Lillian	(718) 982-2164	mcginn@postbox.csi.cuny.edu
Graduate School	Saieh	Nancy	(212) 817-7603	nsaieh@gc.cuny.edu
Hostos C.C.	Kevin	Carmine	(718) 319- 7965	Kcarmine@hostos.cuny.edu
Hunter College	Deese	Sophie	(212) 650-3801	sophie.deese@hunter.cuny.edu
John Jay College	Joey	Bedford	(212) 237-8503	jbedford@jjay.cuny.edu
Kingsborough C.C.	Kenny	Thompson	(718) 368- 5121	Kthompson@kbcc.cuny.edu
LaGuardia C.C.	Lomark	Evelyn	(718) 482-5581	evelynf@lagcc.cuny.edu
Lehman College	Delgado	Victor	(718) 960-8305	Victor.Delgado@lehman.cuny.edu
Medger Evers College	Justus	Daniel	(718) 270-5033	Justus@mec.cuny.edu
NYCT	Natiello	Sonia	(718) 473-8949	snatiello@citytech.cuny.edu
Queens College	Lew	Gayle	(718) 997-4483	Gayle_Lew@qc.edu
Queensborough C.C.	Segura	Monica	(718) 281-5143	Msegura@gcc.cuny.edu
York College	Boney	Donald	(718) 262-2107	boney@york.cuny.edu