

## FAS Roles and Responsibilities for Sponsored Equipment Management

	OSP	RAS	PI/Lab Manager	Department Finance Office	Department Equipment Manager/Coordinators
<b>Equipment Policy</b>					
Provide policy and procedural guidance pertaining to all equipment management matters	X	X			
Provide policy guidance on disposal requirements for equipment decommissioning and returns of equipment to sponsors or title transfer to Harvard when appropriate	X	X			X
<b>Equipment Management Training</b>					
Provide equipment purchasing training to all key personnel that play a role in purchasing equipment i.e. lab administrators		X		X	X
Provide training to equipment coordinators/managers	X	X			
<b>Equipment Tags</b>					
Distribute asset tags		X			
Assign assets to tag #'s and complete asset information in Equipster				X	X
<b>Equipster System</b>					
Monitor Equipster problems and assess issues		X			
Report Equipster issues to FAS RAS				X	X
<b>Financial Management of Equipment</b>					
Budgeting and transacting equipment and fabrication expenditures			X	X	
Review financial transactions to ensure proper use of object codes				X	X
Review purchases coded to sponsor awards to ensure purchase is reasonable, allocable, and allowable.				X	X
Review purchases for accessories or add-ons to ensure that they increase useful life.				X	X
Review and perform quarterly reconciliation against General Ledger				X	X
Perform Quarterly spot checks on departmental reconciliation		X			
Respond to requests for reports and information from sponsors, auditors and other parties.	X				
<b>Equipment Management Documentation</b>					
Process and file documents related to receipt of government surplus or loaned equipment				X	X
Process and file reports from subcontractors on loss, damage, or destruction of equipment in subcontractors' possession					X
Process and file department signature authority forms		X		X	X
Notify the Office of Fixed Asset Accounting when equipment and fabrications are to be placed in service and can be capitalized				X	X
Keep records of capital equipment				X	X
<b>Equipment Disposals/Sales of Equipment/Trade-Ins/Loans</b>					
Notify Dept. Admin, that Equipment is being sold, transferred, traded-in, loan, donated or disposed			X		
Request permission/guidance before equipment is relocated offsite or loaned to another entity			X		
Request disposal guidance/permission before equipment is sold, transferred, traded-in, loan, donated or disposed.			X		
Process and filing Notifications of Disposition of Equipment for trade-ins, transfers, loans, donations, and sales				X	X
<b>Equipment Inventory</b>					
Grant access to laboratory for equipment asset tagging, inventory and audits			X		
Coordinate physical inventories of capital equipment		X		X	X
Process police reports on losses and thefts			X	X	
Record movements of federally-funded or federally-titled equipment				X	X
<b>Equipment Fabrications</b>					
Notify Dept. Admin., of new fabrication projects and complete fabrication request form.			X		
Notify equipment manager/coordinator when fabrication is producing useful results and can be placed in service.			X		
Review fabrication requests for contract/grant compliance				X	X
Process and file Fabrication Request and Placement in Service forms				X	X

\* Where more than one person is chosen for a responsibility - It is at the discretion of the FAS department to separate duties.

Updated 8-30-12

FAS RAS  
KC  
[Date]