



Policy Statement:

The Institute must manage any property in which it has ownership or custody and will dispose of such property when it is no longer in service or obsolete.

Reason for Policy:

The Institute must maintain accurate books and records. Disposal of assets are subject to varying disposal treatments dependent on funding source. Adherence to these policies will ensure the compliance with funding source intent.

Roles and Responsibilities:

Land & Buildings

All disposals will be managed by the Real Estate Management Office.

The Real Estate Management office notifies Financial Reporting of real estate sales, demolitions and disposals. Transaction documents are retained within Real Estate Management Office. Financial Reporting updates Banner and Vertere Inventory Management (VIM) for transaction activity.

The proceeds (net of sales expenses) are recorded to the President’s discretionary fund by Financial Reporting.

Proceeds	Fund	Account	Debit	Credit
Cash	190000	601	100	
Gain/Loss on Property Sales	Pres Discretion Fund	454P		100
Asset Disposal				
Gain/Loss on Property Sales	Asset Fund	454P	10	
Depreciation on Disposal	Asset Fund	See Below	40	
Asset Disposal	Asset Fund	See Below		50

Equipment

Capital assets can be sold, transferred, the location can change, lost or stolen, or they can become obsolete. Procedures for selling equipment can be found on the Property Administration website here (<https://www.rpi.edu/dept/busop/property/>). If the equipment falls into one of the other categories, a Capital Asset Change Request Notification form should be filled out using the defined codes on the form. The form can also be found on the Property Administration website.

Federally Funded Equipment Disposal Criteria

All disposals of Federal Sponsored property will be subject to the restriction imposed by the donor or sponsor. Project supervisors who wish to initiate a request for disposition or transfer of a property

subject to restrictions must consult the Property Administration office in advance of the desired transfer date.

1. Equipment with a cost basis of less than \$3,000 may be disposed at end of award without written authorization or further obligation to awarding agency.
2. Equipment with a cost basis greater than \$3,000 may be disposed at the end of the award following a request for disposition instructions. If no response is received within 120 days the equipment may be retained or sold (RAF pre-award manages this process).

Property Administration processes the disposal thru VIM. Financial Reporting updates the general ledger using the VIM Property disposal report.

The proceeds on equipment disposals will be recorded within the funding department fund and to account 454E.

Asset Disposal Accounts		
Banner Accounts		
	Account	Description
Land & Buildings		
	841	Land Improvement
	843	Building
Equipment		
	837	Plant Equipment
	839	Equipment Moveable
	839R	Federal Equipment
	839T	Tech Park Equipment
Gift in Kind Equipment		
	838	GIK Equipment
Depreciation Disposal Accounts		
Buildings	847	
Land Improvements	847L	
Leasehold Improvements	847LH	
Equipment	848	

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