Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the **Health System**. The Health System is covered by a separate policy.

Responsible Office	Office of Business and Finance

POLICY

Issued: 07/01/1975
Revised: 01/07/2021
Edited: 12/12/2022

As a large public institution, The Ohio State University is held to a high degree of public scrutiny and accountability for its business practices. The university seeks to promote accountability and ensure the ongoing fiscal integrity of the university through the effective management of university assets. **Capital assets** must be tracked in accordance with state and federal regulations to ensure that such assets are monitored responsibly and that assets are used in accordance with the university mission, applicable laws, ethical practices, and university policies and requirements.

Financial stewardship for capital and **non-capital assets** rests with each **unit** and includes effective identification, tracking, physical custody, review, and disposal. Asset Management in the Office of the Controller is responsible for supporting units with tracking and maintaining a permanent and detailed record of capital assets and for supporting units with those non-capital assets that are tracked in Workday. The Office of Sponsored Programs (OSP) is responsible for maintaining asset records to meet federal requirements, including sponsored program acquisitions. Surplus in Procure to Pay Services is responsible for the proper disposal of **surplus property**.

Purpose of the Policy

To provide guidance on how to properly document, maintain, and safeguard capital assets and non-capital assets in accordance with state and federal regulations including 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Federal Acquisition Regulations and Federal Acquisition Supplemental Regulations; OMB Audit Requirements Compliance Supplements; and OMB Uniform Grant Guidance. To support university and sponsor-owned property being used to the fullest and most reasonable extent possible by the university; to support the disposal of surplus property in a fair, economical, and ecological way; and to provide for appropriate disposal of capital assets.

Definitions

Term	Definition
Asset ID	Workday-generated ID given to each trackable asset.
Asset identifier	The tag number placed on trackable assets.
Asset coordinator	Individual primarily associated with use or possession of the asset.
Capital asset	Moveable items that have a probable useful life of one or more years; have an original cost or value of $5,000 or more; and are neither permanently attached to a building or its utility systems, nor incorporated into the building at the time of initial construction or during later modifications, nor incorporated into artworks as art materials or supplies. Includes items that are leased for purchase and otherwise meet the terms of this definition. Does not include assets the university leases, subleases, or licenses under an agreement when the asset is not owned by the university, or when the asset is returned at the end of the applicable agreement.
CCATS (Cost center asset tracking specialist)	Individual assigned by the unit leader or senior fiscal officer responsible for managing unit assets.
Exception	Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).
External transfer	Moving an asset from the university to another institution via the asset disposal process in Workday.

Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the Health System. The Health System is covered by a separate policy.

Term	Definition
Federal indirect cost rate	Rate that covers costs that cannot easily be allocated to individual projects (e.g., depreciation expenses, libraries, salaries of support staff, utilities, etc.).
Health System	University Hospital, East Hospital, Brain and Spine Hospital, Richard M. Ross Heart Hospital, Harding Hospital, Dodd Rehabilitation Hospital, Ambulatory Clinics and Services, and Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and Outreach Sites.
Non-capital asset	Moveable items that have a probable useful life of one or more years; have original cost or value of less than $5,000; and are neither permanently attached to a building or its utility systems, nor incorporated into the building at the time of initial construction or during later modifications, nor incorporated into artworks as art materials or supplies. Includes items that are leased for purchase and otherwise meet the terms of this definition. Does not include assets the university leases, subleases, or licenses under an agreement when the asset is not owned by the university, or when the asset is returned at the end of the applicable agreement.
OSP asset	Capital assets purchased from funds granted to the university by government or other granting entities; not considered university property. OSP tag types include government-owned property, OSP-owned property, sponsor-owned property, and state-owned property.
PCard	Bank issued credit card that serves as the university procurement card.
Purchase order	Formal, numbered record/document issued after a requisition for goods and services receives approval. An approved purchase order is issued to a supplier to initiate the delivery of goods and services. A purchase order accepted by a supplier constitutes a legal and binding contract between the university and the supplier that includes terms and conditions.
Senior fiscal officer	Individual who is responsible and accountable for all fiscal operations of a unit.
Surplus property	Assets no longer needed nor in active use by the owning unit.
Trackable asset	All capital assets, high-risk non-capital assets, and non-capital assets bearing a non-capital asset tag provided by Asset Management or OSP asset tag.
Transfer	Moving an asset from one unit to another and from one group of worktags to another group of worktags in Workday, or permanently moving an asset from the university to another institution.
Unit	College or administrative unit.
Unit leader	Head of college or administrative unit (e.g., dean, senior vice president, president, provost).
Waiver	Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.

Policy Details

I. The **unit leader** delegates those that have authority to approve the **transfer** or disposal of capital assets through the signature delegation process. Only OSP has authority to approve the transfer or disposal of capital assets purchased with OSP funds.

II. To comply with state and federal standards, the university must:
   A. Include the depreciated value of all capital assets in the university annual financial report;
   B. Keep an accurate inventory of assets to substantiate the assets' use charge calculation included in the **federal indirect cost rate** thereby optimizing the recovery rate (see Uniform Guidance Subpart E);
   C. Use sound business practice to control assets, specifically maintaining accurate property records; and
   D. Abide by federal rules and regulations regarding capital assets.

III. Surplus is responsible for property disposal, including the disposal of computing/electronic data capture equipment in accordance with the Institutional Data policy and Information Security Standard.

IV. No individual may personally benefit from the sale of university or contractor-owned material or assets. Individuals who take, sell, or benefit from the sale of such items may be subject corrective action up to and including termination, and criminal prosecution.

Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the Health System. The Health System is covered by a separate policy.

V. Use of any type of university asset for personal purposes is prohibited, unless as allowed by the [Responsible Use of University Computing and Networking Resources policy](#).

VI. The university assumes no responsibility for personal property brought onto campus, even if that personal property is used for a university purpose.

PROCEDURE

Issued: 07/01/1975
Revised: 01/07/2021

I. Asset Acquisition and Registration
   A. Procurement
      1. Asset purchases are made using Workday and must follow all applicable policies.
      2. Capital assets must have the additional worktag "expenditure treatment ET102 capital" in Workday at the time of purchase.
      3. The requisitioner or buyer must complete the memo field on requisitions and **purchase orders** to improve the completeness and accuracy of the asset in Workday.
      4. Purchase orders must contain the ship-to code for Central Receiving (381) and end user delivery address, unless the item qualifies as a Central Receiving delivery exception. See Procedure I.C below.
      5. All capital assets purchased with a **PCard** must be manually entered and submitted in Workday by the **CCATS** within seven business days of the purchase transaction date.
   B. Permanent **transfer** to Ohio State from another university
      1. Transfers of **trackable assets** from another university are usually the result of a faculty hire.
         a. The unit should negotiate which assets are to be transferred when the new faculty member is hired.
         b. The asset must be manually registered in Workday within 30 days of the transfer by the CCATS.
   C. Delivery
      1. University and **OSP assets** should be shipped to Central Receiving (2650 Kenny Road) for delivery to the end user address, unless the asset:
         a. Requires special expertise for delivery and setup by the supplier; or
         b. Is to be delivered to a regional campus, remote location, or off-campus research or job site.
   D. Receipting
      1. Assets delivered to ship-to code (381) must be receipted in Workday by Central Receiving before the assets are shipped to the unit.
      2. The unit is responsible for addressing errors or damage to the trackable asset directly with the supplier.
   E. Registration and tagging
      1. Asset Management assigns each capital asset an **asset identifier** and puts capital assets in service when the registration is complete.
      2. The unit is responsible for assigning an asset identifier for all trackable non-capital assets.
      3. The CCATS must:
         a. Tag all trackable assets within 30 days of registration;
         b. Certify such tagging for audit within 30 days of registration; and
         c. Affix the tag to the asset, preferably on a flat, visible surface.
            i. If it is not possible to affix the tag to an asset due to its size, number of components, or delicate nature, the 'additional fields – non-taggable reasons field' must be completed in Workday, and the assigned tag must be kept with the item's documentation in unit files for the life of the asset.
      4. The **asset ID** and asset identifier are used in asset counts performed as part of the annual external and Asset Physical Custody Report (APCR) counts. These numbers are required in the database that supports the university's federal indirect cost rate.
   F. Trackable non-capital assets

Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the Health System. The Health System is covered by a separate policy.

1. Units are required to record in Workday, tag, and track the following high-risk non-capital assets using non-capital asset tags issued by Asset Management:
    a. Digital media (including and not limited to digital cameras and televisions);
    b. Items that hold institutional data (including and not limited to computers, phones, smart TVs, and tablets) as defined by the Institutional Data policy;
    c. Items that pose a safety risk;
    d. Items that pose an environment risk (including and not limited to chemical storage containers);
    e. Items used off-campus (including and not limited to laptops, phones, and tablets); and
    f. Other assets determined by the unit or university to be high-risk.
        i. Units should evaluate the remaining non-capital assets and identify those that are high-risk; such assets must be manually registered through the Workday asset registration process.

II. Asset Changes
    A. Assignment to individual for off-campus use
        1. The unit must ensure that any trackable asset regardless of value (e.g., phone, laptop, tablet, other portable electronic devices) taken off campus or assigned to an individual for off-campus use is documented using the Asset Off-Campus Stewardship Form, which must be signed by the CCATS, **asset coordinator**, and **senior fiscal officer**.
        2. Assets tracked in Workday that are approved for off-campus use must include an attachment of the signed Asset Off-Campus Stewardship Form.
        3. The unit must retain a copy of the signed Asset Off-Campus Stewardship Form if assets are being tracked in an approved system outside Workday.
    B. Relocation
        1. The CCATS must maintain a valid location for trackable assets in Workday.
        2. If a trackable asset is moved to another room or building, the CCATS must change the asset location code in Workday within 30 days of the move.
    C. Transfer
        1. If trackable asset ownership is transferred between units, a transfer must be initiated in Workday (or other approved system), including the new location by the CCATS.
        2. The unit from which the item is being transferred is responsible for entering the request in Workday.
        3. Transportation and Traffic Management (TTM) reviews and approves the transfer of vehicles; see the University Fleet policy.

III. Asset Disposal and Surplus
    A. Surplus property
        1. For OSP assets, the CCATS must enter a disposal request in Workday which is routed for review and approval by OSP.
        2. Units must determine when assets are no longer of use/value and identify and dispose of such assets.
        3. Units must work with Surplus to determine the most effective form of disposal. The CCATS completes a disposal request in the Surplus Property System which must be approved by the cost center manager and senior fiscal officer.
        4. It is the unit's responsibility to arrange with Surplus for transport of university property to Surplus. See the Surplus website.
        5. When assets are released and delivered to Surplus, responsibility for the property is transferred from the unit to Surplus for final disposition.
        6. Transfer from Surplus to a unit
            a. Useable assets received into the Surplus warehouse are made available for transfer as indicated on the Surplus website.
            b. An authorized zero-dollar requisition is required when transferring assets to units from the Surplus warehouse.

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B.   When a tracked asset is ready for disposal, the CCATS initiates the disposal in Workday (or other approved system) for those assets that are lost or stolen, or that are to be donated, sold, traded-in, or transferred to another institution.

C.   Donations
   1.   Assets may be donated only to named, tax exempt organizations that are organized and operated for charitable, scientific, or educational purposes consistent with the university mission, provided that the donating unit receives prior approval from the unit leader or senior fiscal officer.
   2.   The CCATS must document in Workday (or other approved system) that the university has title to the asset if applicable.
   3.   The CCATS must obtain a copy of the IRS letter granting the organization tax exempt status prior to making the donation and include it in Workday (or other approved system).
   4.   The CCATS must include a receipt from the organization in Workday (or other approved system).

D.   **External transfer** from Ohio State to another institution
   1.   Assets may be permanently moved to another institution via the asset disposal process in Workday (or other approved system) at the discretion of the unit leader or senior fiscal officer, provided both of the following have occurred:
      a.   Permission to transfer OSP assets has been obtained from OSP prior to transfer to ensure the transfer meets government or sponsor requirements.
      b.   If the asset was a gift through Advancement Gifts & Records, the unit has communicated with Gift Planning to ensure the item can be transferred; there may be tax implications for the donor.

E.   Sale of items by the unit
   1.   Units must work with Surplus to determine the most appropriate sales channel for any trackable asset. If the unit and Surplus agree that the item will be sold by the unit outside of the surplus process, the unit must approve the sale of any trackable asset and it must be processed in Workday (or other approved system).
   2.   Sale of OSP assets must be first approved by OSP.
   3.   Sale of assets associated with any award, including and not limited to federal, state, and local awards, must follow these regulations:
      a.   If the proceeds of the sale are $5,000 or more, the federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the federal awarding agency's percentage of participation in the cost of the original purchase, in accordance with UG 200-313e2; and
      b.   If the asset is sold, the federal awarding agency may permit the non-federal entity to deduct and retain from the federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

F.   Trade-in
   1.   The unit must approve of trade-ins prior to finalizing the transaction.
   2.   Trade-in details (e.g., asset ID, asset identifier, trade-in amount) for the old asset must be identified by the requestor in the memo section of the requisition for the new asset.
   3.   Requests for trade-in of OSP assets must be made by the CCATS and require review and approval by OSP before an OSP asset can be considered for trade-in on the purchase of a new asset.

G.   Damaged/impaired
   1.   When an asset that is in service is damaged to the point that the value needs to be adjusted, consult with Asset Management.

H.   Disposal
   1.   The CCATS requests disposal of trackable assets in Workday, which is reviewed by Asset Management. Disposal types are identified in Workday. Special data entry requirements for specific disposal types are:
      a.   Cannibalized (salvaged for parts) – must include the asset ID and asset identifier for the asset repaired or upgraded; and
      b.   Lost – must include a detailed explanation of circumstances of loss, date last sighted, and by whom.

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        i. Lost assets holding institutional data must also be reported in accordance with the [Institutional Data policy.](#)

  2. In units using another approved system, the CCATS processes and documents disposal of trackable assets in the system and must complete the special data entry requirements in Procedure III.H.1. above.

IV. Stolen Trackable Assets

    A. Individuals must report stolen assets immediately to the CCATS and the University Police or local law enforcement. The CCATS can provide the asset ID and asset identifier to law enforcement.

    B. The CCATS must initiate a disposal request in Workday (or other approved system), attaching the police report.

    C. Stolen assets must also be reported to the Office of Risk Management by the CCATS within 24 hours of becoming aware of an incident by emailing [insurance@osu.edu.](mailto:insurance@osu.edu)

      1. The CCATS must submit a [Property Loss Reporting Form](#) to [insurance@osu.edu.](mailto:insurance@osu.edu)

    D. Questions regarding insurance provisions for stolen assets should be directed to the Office of Risk Management.

    E. The unit must also report stolen assets holding institutional data in accordance with the [Institutional Data policy.](#)

V. TTM manages vehicle transfer and disposal. See the [University Fleet policy](#). For vehicle trade-in, see the [Purchasing policy.](#)

VI. Counts of Trackable Assets

    A. Each unit must annually conduct and submit an Asset Physical Custody Report (APCR), which includes trackable assets. The APCR is approved by the unit leader or senior fiscal officer and submitted to Asset Management by the deadline specified by Asset Management.

    B. Asset Management will conduct risk-based physical counts as prompted (e.g., APCR findings, internal audit).

    C. Physical counts of items in research space are given special emphasis, as optimization of the university federal indirect cost rate is dependent upon the accuracy of inventories.

    D. Asset Management will schedule counts with the CCATS, who is responsible for allowing access to all assets.

    E. Asset Management will provide count findings and instructions on how to improve the tracking of assets to the unit leader, senior fiscal officer, and the CCATS.

VII. [Surplus Property System new user training](#) is required for all employees who are new to using the system.

VIII. **Waivers** to this policy must be approved in advance and documented by the Office of Business and Finance using the [Business and Finance University Policy Waiver Request](#).

IX. Policy Violations

    A. All policy violations must be tracked as an **exception** in accordance with the [Fiscal Stewardship policy](#).

    B. The university may require successful completion of training.

    C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.

    D. The university may seek restitution, as appropriate.

    E. Criminal charges may be filed, as appropriate.

Responsibilities

Position or Office	Responsibilities
Asset Management	1. Support units with tracking and maintaining capital assets records and non-capital assets tracked in Workday. 2. Assign capital assets an asset identifier and put capital assets into service when registration is complete.

Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the Health System. The Health System is covered by a separate policy.

Position or Office	Responsibilities
	3. Consult on damaged assets as appropriate. 4. Review requests for disposal of trackable assets in Workday. 5. Specify the deadline for the annual APCR. 6. Conduct risk-based physical counts as prompted. 7. Schedule counts with the CCATS. 8. Provide count findings and instructions on how to improve the tracking of assets to the unit leader, senior fiscal officer, and the CCATS.
Asset coordinator	Sign the Asset Off-Campus Stewardship Form.
Buyer	Complete the memo field on requisitions to improve the completeness and accuracy of the asset in Workday.
CCATS	1. Register assets permanently transferred to Ohio State from another university within 30 days of the transfer. 2. Tag all trackable assets within 30 days of registration; certify such tagging for audit within 30 days of registration. 3. Affix the tag to the asset as noted in Procedure I.E.3.c. 4. Sign Asset Off-Campus Stewardship Forms. 5. Maintain a valid location for trackable assets in Workday. 6. Change the asset location code in workday within 30 days of a trackable asset moving to another room or building. 7. Initiate a transfer in Workday if trackable asset ownership is transferred between units, including the new location; this is the responsibility of the unit from which the item is being transferred. 8. Enter disposal requests in Workday for OSP assets. 9. Complete disposal requests in the Surplus Property System. 10. Initiate in Workday the disposal of lost or stolen assets or assets that are to be donated, sold, traded-in, or transferred to another institution. 11. For donated assets, document in Workday that the university has title to the asset if applicable, the IRS letter granting the organization 501(c)(3) tax exempt status, and a receipt from the organization. 12. Request trade-ins of OSP assets. 13. Request disposal of trackable assets in Workday. Attending to special data entry requirements as noted in Procedure III.H. 14. Provide the asset ID and asset identifier to law enforcement for stolen trackable assets. 15. Initiate a disposal request for stolen trackable assets, attaching the police report. 16. Report stolen assets to the Office of Risk Management within 24 hours of becoming aware of an incident by emailing insurance@osu.edu. 17. Submit a Property Loss Reporting Form to insurance@osu.edu. 18. Allow access to all assets for counts scheduled by Asset Management.
Cost center manager	Approve disposal requests.
Individual	1. Do not personally benefit from the sale of university or contractor-owned material or assets. 2. Do not use any university asset for personal purposes except as allowed by the Responsible Use of University Computing and Networking Resources policy. 3. Report stolen assets immediately to the CCATS and University Police or local law enforcement.
Office of Sponsored Programs	1. Maintain asset records to meet federal requirements. 2. Approve the transfer or disposal of capital assets purchased with OSP funds. 3. Review and approval disposal requests in Workday. 4. Approve the sale of OSP assets. 5. Follow regulations on the sale of OSP assets as noted in Procedure III.E.3. 6. Review and approve requests for trade-in of OSP assets.
Requisitioner	Complete the memo field on requisitions to improve the completeness and accuracy of the asset in Workday.
Requestor	Identify the trade-in details for the old asset in the memo section of the requisition for the new asset.
Senior fiscal officer	1. Sign Asset Off-Campus Stewardship Forms. 2. Approve disposal requests. 3. Approve donations of assets. 4. Use discretion in transferring assets from Ohio State to another institution as noted in Procedure III.D. 5. Approve the annual APCR by the specified deadline.
Surplus	Dispose of surplus property properly, including the disposal of computing/electronic data capture equipment.

Applies to: Faculty, staff, graduate associates, student employees, students, and volunteers, excluding those in the Health System. The Health System is covered by a separate policy.

Position or Office	Responsibilities
Transportation and Traffic Management	1. Review and approve the transfer of vehicles. 2. Manage vehicle transfer and disposal.
Unit	1. Provide financial stewardship for capital and non-capital assets including identification, tracking, physical custody, review, and disposal. 2. Negotiate which assets are to be transferred to Ohio State from another university when the new faculty member is hired. 3. Address errors or damage to trackable assets directly with the supplier. 4. Assign an asset identifier for all trackable non-capital assets. 5. Record in Workday, tag, and track high-risk non-capital assets using non-capital asset tags issued by Asset Management as noted in Procedure I.F. 6. Evaluate non-capital assets and identify those that are high-risk; manually register them through the Workday asset registration process. 7. Ensure that any trackable asset taken off campus or assigned to an individual for off-campus is documented using the Asset Off-Campus Stewardship Form. 8. Retain a copy of the signed Asset Off-Campus Stewardship form if assets are being tracked in an approved system outside Workday. 9. Determine when assets are no longer of use/value and identify and dispose of such assets. 10. Work with Surplus to determine the most effective form of disposal of assets no longer of use/value. 11. Arrange with Surplus for transport of university property to Surplus. 12. Approve the sale of any trackable asset and process it in Workday for any item that the unit and Surplus agree will be sold by the unit outside of the surplus process. 13. Approve of trade-ins prior to finalizing the transaction. 14. Report stolen assets holding institutional data in accordance with the Institutional Data policy. 15. Conduct and submit the approved annual APCR by the specified deadline.
Unit leader	1. Delegate to those that have the authority to approve the transfer or disposal of capital assets. 2. Approve donations of assets. 3. Use discretion in transferring assets from Ohio State to another institution as noted in Procedure III.D. 4. Approve the annual APCR by the specified deadline.

Resources

University Policies, policies.osu.edu/
   Fiscal Stewardship, go.osu.edu/fiscal-stewardship-policy
   Institutional Data, go.osu.edu/idph
   Purchasing, go.osu.edu/purchasing-policy
   Responsible Use of University Computing and Network Resources, go.osu.edu/rup
   University Fleet, go.osu.edu/university-fleet-policy

Forms and Other Resources
   Asset Management website, busfin.osu.edu/university-business/controller/asset-management
   Asset Off-Campus Stewardship Form, busfin.osu.edu/policies-forms?tag=265
   Business and Finance University Policy Waiver Request, docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fd68959a-4afb-48bb-a0ae-67521b9ad821&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2
   Financial Code of Ethics, busfin.osu.edu/sites/default/files/financial-code-of-ethics.pdf
   Information Security Standard, cybersecurity.osu.edu/cybersecurity-ohio-state/internal-policies-compliance/security-framework
   Property Loss Reporting Form, busfin.osu.edu/sites/default/files/property-loss-reporting-form-q-255fkbw.pdf
   Surplus Property System new user training, busfin.osu.edu/financial-training

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Federal Resources

2 CFR 200, gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html

Federal Acquisition Regulations, acquisition.gov/browsefar

Federal Acquisition Supplemental Regulations, acquisition.gov/content/supplemental-regulations

OMB Audit Requirements Compliance Supplements, whitehouse.gov/wp-content/uploads/2018/05/2018-Compliance-Supplement.pdf

OMB Uniform Grant Guidance, grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html

UG 200-313e2, grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Asset Management, Office of the Controller, Office of Business and Finance	614-292-6048	assetmanagement@osu.edu busfin.osu.edu/university-business/controller/asset-management
Federal indirect cost rate	Accounting, Office of Business and Finance	614-292-6200	busfin.osu.edu/university-business/controller/accounting
Gifts, assets received as	Estate and Gift Planning, University Development, Office of University Advancement	614-292-2183 800-327-7907	giftplan@osu.edu
Insurance provisions for stolen assets	Risk Management, Office of Business and Finance	614-688-7452	busfin.osu.edu/risk-management insurance@osu.edu
OSP assets	Office of Sponsored Programs Procurement, Office of Research	614-292-6871 Fax: 614-292-6870	osp.osu.edu/ osp.osu.edu/administration/procurement/
Procurement and assets delivered damaged	Purchasing, Office of Business and Finance	614-292-2694 Fax: 614-292-6913	BF-PRSM-OSUPUR@osu.edu busfin.osu.edu/purchasing
Receiving and receipting	Central Receiving, Office of Business and Finance	614-292-2694 Fax: 614-247-6065	osums@osu.edu busfin.osu.edu/central-receiving
Stolen assets	University Police, Office of Public Safety, Office of Administration and Planning	614-292-2121	police@osu.edu dps.osu.edu/police
Surplus	Surplus, Office of Business and Finance	614-292-9738	surplus@osu.edu busfin.osu.edu/surplus
Vehicles	Transportation and Traffic Management, Office of Administration and Planning	614-292-6195	ttminfo@osu.edu ttm.osu.edu/other-transit-and-services/fleet-services

History

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