



# Non-Capital Asset Guidance

## Overview

Non-Capital assets (NCAs) are defined as assets having an acquisition unit cost between \$1,000 and \$4,999.99, and any firearms regardless of the cost. NCAs must have a useful life of greater than one year.

Purchases of NCAs must follow these guidelines. There is separate [guidance](#) for **designated non-capital assets** (DNCAs).

## Roles and Responsibilities

In order to comply with [USM policy VIII-1.10](#), each campus unit is responsible for maintaining appropriate documentation and records about NCAs. Records include documentation of purchase, receipt, and asset information as outlined below in this document. In addition, procurement policies requiring segregation of duties apply to NCAs.

## NCA Purchasing & Receiving

All [UMD procurement policies](#) must be followed when purchasing any NCA.

All NCA purchases must:

1. Use the correct object code for NCAs
2. Have evidence of receipt

Preferred procurement methods are:

- **Shell Shop**
- **Delegated Purchase Order (PO)**
- **Terrapin Tech**
- **Purchasing Card (P-card)** - P-cards should NOT be used to purchase firearms.

There are several object codes that can be used to purchase NCAs. Any NCA broadly categorized as **Supplies & Materials** (excluding any [DNCAs](#)) should adhere to this guidance.



## NCA Inventory Management

NCA information must be kept electronically by each unit with appropriate access controls. NCA inventory records are expected to be accurate and kept up to date.

UMD is in the process of implementing a single central system of record for tracking inventory. Once that system is deployed, it must be used as the system of record for both NCAs and DNCAs. Tracking DNCAs will take priority. Once the process is implemented, NCAs will also be tracked in the same system. Until that time, units should keep track of NCAs using other means while ensuring that the information below is maintained.

The required data elements that must be kept for NCAs are noted below. Units may track additional elements to aid in their NCA maintenance.

Required Fields:

- Asset Tag Number
- Asset Tag Type
- Asset Status
- Last Inventory Date
- Responsible Person
- Responsible Unit/Department
- Location
- Date in Service (date in use)
- *If Status is Lost/Stolen,*
  - UMPD Case Number

## NCA Asset Tagging

All NCAs must be tagged using a **blue tag** provided by Office of the Controller. This applies to all NCAs regardless of acquisition method (i.e., leased equipment, government funded, “gifted” NCAs). All NCAs should be tagged upon receiving the asset. NCA tags can be obtained by sending an email to [controller@umd.edu](mailto:controller@umd.edu).

## NCA Annual Audits

Each unit is expected to perform periodic inventory audits of all NCAs at least once per year to ensure records are accurate and complete. These audits are to be documented and are subject to review by state and University System of Maryland auditors, as well as UMD’s Management Advisory Services.



## **NCA Replacement**

NCAs that are replaced for any reason (e.g., leased, damaged, upgraded, warranty, etc.) should be treated as retired. Any new asset acquired to replace the old asset will be treated as a brand-new asset with a new asset record and new asset tag.

All records and documentation pertaining to a replaced NCA (e.g., leased, damaged, upgraded, warranty, etc.) shall be retained and kept for a period of at least 3 years.

## **Retirement & Donating NCAs**

All NCAs should go through Terrapin Trader for retirement or donations. Units are not authorized to donate devices directly to outside organizations. If a unit/department wishes to donate a NCA to a particular not-for-profit, school, or government agency, please email [controller@umd.edu](mailto:controller@umd.edu) for guidance.

## **Employee Purchase of NCAs**

Units may not give NCAs away or directly sell them to current or separating employees. NCAs must be returned by separating faculty and staff. Employees should go through Terrapin Trader to purchase retired NCAs. For inquiries on exceptions to this please contact [controller@umd.edu](mailto:controller@umd.edu) for guidance.

## **Stolen or Lost NCAs**

The responsible person should always keep their NCAs in a secure location. In the event a NCA is stolen or lost, the responsible person should immediately [notify UMPD](#). In the event the NCA was stolen/lost outside the state of Maryland, the theft should be reported to the local police department in addition to UMPD. Units must keep a copy of the police report with the NCA record and update the record to reflect that the NCA has been stolen.

Once UMPD has been notified of the stolen/lost NCA, update the NCA status in the inventory records accordingly.

Please note UMD's insurance does not cover replacement costs for stolen or lost NCAs. Units are responsible for replacing their own missing, stolen, or lost NCAs.

## **Exceptions**

Any requests for exceptions to these procedures should be sent to [controller@umd.edu](mailto:controller@umd.edu).



## **Violation of Policy/Procedures**

Any violations of any UMD policy are subject to disciplinary actions up to and including termination. The university may seek restitution. Criminal charges will be enforced as applicable.

## **Questions**

Contact [controller@umd.edu](mailto:controller@umd.edu) with questions.