
Policy 30.1: Government-Furnished Property

<i>Effective Date:</i>	July 1, 2011
<i>Last Updated:</i>	October 2, 2018
<i>Responsible Office:</i>	Office of Research Compliance
<i>Contact:</i>	Facility Security Officer

Reason for Policy

The Materials Management Department in the Division of Business Affairs has responsibility for the procurement and handling of supplies, materials, equipment, and services as directed by the General Statutes of the State of North Carolina and University [Policy Statement #601.11](#). Those responsibilities include property acquisition, receiving, physical inventory, and close-out. But federal government contracts often require additional stewardship and outcomes for property purchased with government funds or for property furnished by the government, including record keeping, subcontractor control, reports, relief of stewardship, utilization, and maintenance. Contractual requirements for the management of government-furnished property that are not met by the Materials Management Department's established procedures will be the responsibility of the Office of Research Compliance.

Policy Statement

Property for which the University is accountable to the government or a government contractor will be managed in accordance with contractual requirements. The Office of Research Compliance, working with the Materials Management Department, will ensure full compliance with all contractual requirements of [FAR 52.245-1](#).

Procedures

Office of Research Protections and Integrity (ORPI) has established the Government Property Control System. The following procedures apply whenever property is acquired for which the University is accountable under FAR 52.245-1.

The ORPI Contracts Manager or the appropriate college sponsored programs office will identify property clauses under FAR 52.245-1 that are included in contracts and report those awarded contracts to Office of Sponsored Projects Administration (OSPA) and the Facility Security Officer (FSO). The FSO will then work with OSPA and the contract Principal Investigator to track the acquisition of government-furnished property.

The FSO will work with Materials Management in receiving the property. Materials Management will:

- Document receipt of property, identify shortages or other discrepancies, and report such to the FSO.
- Take actions necessary to adjust for overages, shortages, damages, and other discrepancies upon receipt of property.
- Reconcile property received with documentation (e.g., purchase orders, packing lists).
- Adequately protect and store the property during the receiving process. Transfer the property to the Principal Investigator. Record the property in the Fixed Asset System.

The FSO will:

- Report receiving discrepancies to the contracting agency.
- Confirm receipt of property by the Principal Investigator.
- Record the property in the R&ED Government Property Database.

The FSO will also perform a physical inventory of property at intervals required by the contracting agency, and report as required to the contracting agency. The inventory will include:

- Location of property
- Date last utilized
- Who is using property, and for which projects
- Calibration status of equipment
- Date of last maintenance

Final disposition or return of property to the appropriate agency will be coordinated by the FSO and will involve Materials Management as appropriate.

Exclusions/Exceptions

None

Failure to Comply

Failure to properly manage government property can result in the University's debarment from government contracts. Investigators who fail to comply with this policy may be prohibited from serving as a Principal Investigator.

Related Information

[FAR 52.245-1 Government Property](#)

[UNC Charlotte Government Property Management Plan](#)