

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish guidelines and processes for the repair and maintenance of Florida State College at Jacksonville (FSCJ/College) movable equipment.

Procedure

- A. When equipment is received any information of the warranty or guarantee that is included with the packing should be provided to the department for their records.
- B. It is the prerogative of the budget administrator whether equipment out of warranty is put on a maintenance contract in the first year and years thereafter. Purchasing has a cost-effective equipment maintenance insurance contract for most types of equipment maintenance each year and makes Budget Managers aware of prices for the next fiscal year. This is done in May or early June for the next fiscal year.
- C. Whenever barcoded property is removed from the College, or one of its off-site locations, the PeopleSoft Asset Management system must be updated to reflect that the property is in a check-out status and to reflect the address information of where the asset will be located. Any property purchased with grant funds must obtain approval from Project Budget and Accounting before checking items out of the system. When checking out surplus assets, the custodian must complete the Property Check Out form and obtain the required signature approvals. The completed form is then emailed to centralservices@fscj.edu. The address information must be updated in PeopleSoft in the asset information tab in the comment section. This procedure must be followed when an item is taken or sent to another location for repairs. When equipment is returned to FSCJ, the custodian must update the Property Check Out form and email it to centralservices@fscj.edu so that the system can be updated.
- D. The repair representative shall be advised to contact the originating department as applicable and advise the estimate of the repair PRIOR to completing the service.
- E. Authorization to proceed with the service or cancel the request shall be determined by the appropriate College Department in consideration of acquisition cost, age of the equipment, application of its use, number of "down times" and replacement cost. If the repair is to proceed, the requesting department shall input a voucher request if less than \$7,500 or PeopleSoft department requisition if the cost will exceed \$7,500.
- F. If equipment is operable, a service representative may be engaged to service it on a regularly scheduled visit to the area, saving travel charges.
- G. Freight charges for equipment being shipped shall be from the centralized postage budget. All equipment shall be shipped via the most cost-effective means. Insurance limits on shipments should be based on the replacement value of the equipment. Any cost incurred with shipping insurance, (also

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known as “declared value”), will be reimbursed to the centralized postage budget by the appropriate department budget. Repair charges should be paid by the appropriate department budget.

REFERENCES: F.S. 1001.64, 1001.65

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