



LBLN Property Management Procedure Fabrications

Owner

Policy - Property Management – Property Manager

Procedure - Property Management – Property Manager

Process – Property Management – Property Manager

Overview of the Process

The research conducted at the Lawrence Berkeley National Laboratory requires some of the most sophisticated equipment in the world today. In some cases, the needed equipment is not available from a commercial source and must be designed and built at the Laboratory. The process of building a piece of equipment on site is called a fabrication.

Fabricated property is subject to the same requirements as property purchased from an outside vendor; it must be tagged, created in the Sunflower database and is subject to inventory control. When a piece of equipment that was fabricated at the Laboratory is no longer needed it is declared excess and disposed of in accordance with existing disposal procedures. Property Management's involvement in and responsibility for fabricated equipment begins when Property Accounting notifies Property Management that property has been fabricated and is ready for tagging.

Regulations:

- LBNL Personal Property Policy Manual (10/01/07), Section 3.2 Fabricated Assets
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Definitions:

Not applicable

Roles:

- Property Management-develops the internal policy and procedures for the identification, tagging and asset creation of assets fabricated at the Laboratory
- Property Accounting-reviews the financial records documenting project costs for conformance to Laboratory policy and determines the appropriate cost of any fabricated equipment
- Divisions-establish and manage the project

Responsibilities:

Divisions:

- Obtain a project ID from the Budget Office
- Manage the project
- Record all project costs
- Submit the Plant and Capital Equipment Project Life Cycle Form (PACE) to Property Accounting to close the project

Property Accounting:

- Reviews the PACE form and supporting documentation
- Determines the cost to be applied to any equipment fabricated
- Sends an email to Property Management requesting equipment fabricated on the project be tagged and provides the cost to be associated with each piece of equipment
- Initiates entry on the Property Tag Request Tracking Log
- Capitalizes the asset



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Property Management:

- Barcodes the fabricated equipment
- Takes two digital photographs
- Creates the asset in the Sunflower database
- Notifies Property Accounting the asset has been created
- Updates the Property Tag Request Log
- Releases the asset to the appropriate Steward

Procedure:

- The process is initiated by a designated division employee requesting a Project ID from Budget
- The division records project costs as they are incurred into the appropriate cost accounts
- At the conclusion of the project the division submits a Plant and Capital Equipment Project Life Cycle Form (PACE) to Property Accounting and supporting documentation for the total costs of the project
- Property Accounting reviews the cost data submitted for conformance with accounting policy and procedures
- Property Accounting will determine the proper costs to be associated with any fabricated equipment
- When Property Accounting has completed their review and determination of costs they will email Property Management and request fabricated equipment be tagged and provide the cost to be associated with the equipment
- Property Accounting will initiate an entry on the Property Tag Request Tracking Log for each fabrication
- Upon receipt of the email notification from Property Accounting, Property Management will
 - Take two digital photographs
 - Create asset in Sunflower
 - Barcode tags the fabricated equipment
 - Updates the Property Tag Request Tracking Log for each fabrication after tagging
 - Enters the cost information provided by Property Accounting into the Acquisition Cost data element in Sunflower
- Property Management then releases the asset to the appropriate Steward
- Property Management sends an email to Property Accounting informing them the asset has been tagged and created in Sunflower
- Property Accounting makes the necessary entries to begin capitalizing the asset
- Fabrications are a standing agenda item for the monthly Property Accounting and Property Management monthly meeting

Forms:

None applicable to Property Management

Plant and Capital Equipment Project Life Cycle Form (PACE) (this form is managed by Accounting) (Exhibit #1)

- <http://www.lbl.gov/Workplace/CFO/co/ga/pa/cwip.html>.html

Reports:

None



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Fabrications**

**Plant and Capital Equipment (PACE)
Project Life Cycle Form**

Date: _____

Submitted by: _____ Extension: _____

New Project **Partial Project Closure** **Closed Project**

Division			
Project ID	Parent project ID:	BRN: (e.g. AIP, GPP)	
Project title			
Estimated completion date			
For fabrications	Estimated useful life: ____ years	Number of units:	Prototype? Yes <input type="checkbox"/> No <input type="checkbox"/>
Asset description			
Title (ownership)			
Specific asset location* * Need exact location for tagging			
Property disposed of?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Date of disposal:			
Project or prototype abandoned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Date abandoned:			
Contact (PI or Custodian)	Name:	Extension:	
Alternate contact	Name:	Extension:	
Property tag number (if available)			
Project completion date			
Comments			

- ◆ use 2nd tab "Construction" for Facilities Construction Projects
- ◆ use 3rd tab "Internal Use Software" for Projects associate to IUS.

Complete table below:
(Required)

Year	Fiscal Year	Annual Cost Labor	Annual Cost Other	Total
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
Total Project Cost:				\$0.00

Total Project Cost (with Fabrication Project Type) must be ≥ \$50K (includes ≥ \$10K of labor)

Accounting approval (initials): _____

For assistance, contact Eric Chow, Property Accounting (EChow@lbl.gov), or extension 4753

Email completed form to Eric Chow (see email address above)