



## Property Control – Designation of Department Property Administrator (DPA) Procedure

Procedure #:

Rev.: 0

Effective Date: January 1, 2017

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**Related Policy:** Capital Equipment Policy

**Functional Owner:** Property Control Office, Division of Business Services

**Contact:** Property Control Manager: (608) 265-7830  
Property Control Mailbox: [Property@bussvc.wisc.edu](mailto:Property@bussvc.wisc.edu)

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### I. Procedure Statement

This procedure outlines the steps and individuals responsible for identification of Department Property Administrators (DPAs) and establishment of the DPA Acceptance Agreement between the designated DPA, the Division's Chief Financial Officer and Property Control Office.

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### II. Who is Affected by this Procedure

This procedure applies to all UW-Madison departments. It should be understood by department managers, DPAs, department chairs, directors, deans, and employees responsible for capital equipment.

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### III. Procedure

The following steps represent the overall process for establishing a Department Property Administrator:

1. The Division's Chief Financial Officer (CFO) works with administrative leadership within their departments to identify an individual(s) who will be assigned the capital equipment property administration responsibilities for one or more departments within the Division. Discussion with and approval by the individual's supervisor and the designated DPA is expected before

submitting the name of the designated DPA and assigned departments to Property Control Office.

2. Property Control Office fills out the DPA Acceptance Agreement (link) and emails a PDF to the designated DPA.
3. Designated DPA signs the Acceptance Agreement and sends to the Division's Chief Financial Officer (CFO) for signature.
4. The CFO sends the signed document to the Property Control Office.
5. Property Control Office signs the DPA Acceptance Agreement and emails a PDF of the fully signed agreement to the DPA and CFO.
6. The CFO provides a copy of the fully signed document to the administrative leader for each department that the DPA is assigned to support, and confirms the DPA's position description has been updated to reflect the DPA responsibilities.
7. Property Control initiates authorization for the individual to access the DPA user interface of the asset management software, and schedules training with the newly designated DPA.
8. If the DPA leaves the University or changes positions such that they will no longer serve as the DPA, the DPA or CFO must notify the Property Control Office immediately, and the CFO begins the procedure again at step #1.

#### IV. Contact Roles and Responsibilities

	Division CFO	Dept Leader	DPA Supv	DPA	Property Control
<b>Change of Custody to Another Department</b>					
1) CFO works with Department's administrative leadership, the proposed DPA and their supervisor to declare the designated DPA to Property Control.	X				
2) Fill out the DPA Acceptance Agreement and email a PDF to the designated DPA.					X
3) Sign the DPA Acceptance Agreement and send to the Division's CFO.				X	
4) Sign DPA Agreement and send copy to the Property Control Office.	X				
5) Sign DPA agreement and send PDF copy of fully executed DPA Acceptance Agreement to DPA and CFO.					X
6) Provide copies of DPA Acceptance Agreement to the administrative leader of each department that the DPA is assigned to support, and confirm the DPA's position description has been updated by their supervisor to reflect DPA responsibilities.	X				

7) Initiate DPA access to the asset management software system and schedule training with the DPA.					X
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## V. Definitions

**Capital Equipment Asset:** An acquisition qualifies as capital equipment if it meets these four criteria:

1. Item has a per-unit acquisition cost of \$5,000 or more before any applicable trade-in allowance, or qualifies as a fabrication with a cost of \$5,000 or more.
2. The acquired item has a useful life expectancy of one year or more.
3. The item is moveable; that is, it is not permanently affixed to a building or another object in such a way as to lose its unique identity.
4. The item is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.). Items like artwork, animals and most software are not considered capital equipment assets.

**Fabrication:** The term fabrication refers to purchases of component parts and direct labor that are custom joined to create an asset not commercially available, and is capitalized together as one asset. To meet this definition, component parts must work together to perform one function. Each component part must be necessary for the asset to function. Removal of any part would result in the asset not operating at capacity or for its intended purpose. Software can be considered a fabrication component only if the software is integral to the control and operation of the fabricated asset (e.g. without the software the fabricated asset will not function for its intended use).

**Department Property Administrator (DPA):** is an individual in a department or division who serves as the liaison between their division/department(s) and Property Control for all matters regarding capital equipment.

**Property Control Office:** the UW-Madison unit responsible for the control, valuation and management of capital equipment.

**Chief Financial Officer (CFO):** the senior leader within the Division who's primarily responsible for oversight and management of the Division's financial activities.

## VI. Related References

- Capital Equipment Policy ([link](#))

## VII. Revisions

Procedure Number	
Date Approved	October 3, 2016
Revision Dates	