

Issue Date
23.09.2019
Quality, Accreditation and Risk
Management Department

Title:	Asset Tagging	Index Number:	GLD-MUL-006 <small>(Func. - Categ. - Sr.No.)</small>
Function:	Governance, Leadership, and Direction	Category:	Multidisciplinary
Scope of application:	All Medical Center Departments	Original Date:	Next Review Date: 10.07.2019 10.07.2021

1. Policy

- 1.1. AUBMC shall be clear on defining the different categories of Fixed Assets eligible for tagging outside the scope of the policy for capital budgeting and records fixed assets in accordance with US Generally Accepted Accounting Principles (GAAP) as per the AUB policy "**700. Fixed Assets Policy**".
- 1.2. Financial records of fixed assets shall be updated on a timely basis to ensure that all retirements and transfers of assets are properly recorded at the time of disposal or relocation.
- 1.3. This policy shall apply to assets below \$5000.00 and assets equal or above \$5000.00 shall follow the AUB policy "**700. Fixed Assets Policy**".

2. Purpose

- 2.1. To provide clear guidelines to all servicing departments on what assets to be tagged and according to what criteria.
- 2.2. To ensure that AUBMC assets are efficiently, safeguarded, tagged, recorded, and physically accounted for.
- 2.3. To ensure that AUBMC asset records are consistent with the asset recording system in Comptrollers' Office for assets equal or above \$5000.00.
- 2.4. To document and keep records of AUBMC received commissioned, relocated and disposed assets.
- 2.5. To provide guidelines for verifying the physical existence of fixed tagged assets on an annual basis through a partial or full sample basis in concurrence with the corresponding servicing department and the Comptroller's Office.
- 2.6. To ensure that tagged assets records are updated to reflect the results of the count.

3. Definitions

- 3.1. Asset Tagging:** The process of labeling assets for the purpose of tracking, identifying monitoring these assets.
- 3.2. Capital asset:** Non-expendable items having a useful life of more than one year and an acquisition cost of US\$5,000 or more per unit.
- 3.3. Equipment:** Fixed or movable tangible assets to be used for operations.

4. Procedures

- 4.1.** Assets shall be checked upon receiving by the related servicing department and transferred to INFOR after adding equipment details, maintenance requirements, and receiving department's details. The AUB tag number (Barcode) shall be attached to the equipment and entered on INFOR in its corresponding field.
- 4.2.** Supply Chain Department shall be informed of any change in asset status or location by the asset custodian department for updating INFOR accordingly.
- 4.3.** Supply Chain Department shall monitor all received assets and ensure these are tagged and transferred to INFOR by servicing department.
- 4.4.** Supply Chain Department shall insure that all assets are tagged based on the below criteria:
 - 4.4.1.** All capital assets, which individual amounts, are equal or above \$5000.00 shall be tagged according to the AUB policy "**700. Fixed Assets Policy**".
 - 4.4.2.** All AUBMC received and acquired assets/furniture/IT equipment, which individual amounts, are equal or more than \$500.00 shall be tagged and recorded by the corresponding servicing department.
 - 4.4.3.** All AUBMC received and acquired medical equipment shall be tagged by the Medical Engineering Department regardless of their cost.
 - 4.4.4.** All AUBMC received and acquired movable assets/furniture/IT equipment (TVs, projectors, cameras, printers, etc...) shall be tagged by the Plant Engineering or IT Department regardless of their cost.
 - 4.4.5.** For items that cannot be tagged (items where AUB Barcode cannot be attached such as scopes for example) the serial number of the item shall be entered in the AUB tag number field on INFOR.
 - 4.4.6.** All exchanged equipment shall have the same asset number as the old equipment; new details shall be updated accordingly.
 - 4.4.7.** Equipment on lease or consignment basis that stay in AUBMC for more than a year shall be entered on INFOR for tracking purposes.
 - 4.4.8.** Supply Chain Department shall initiate random inventory counts on all AUBMC assets and attend all inventories initiated by Comptroller's Office.


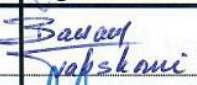


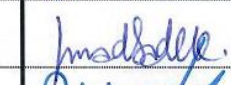


- 4.5. Supply Chain Department shall remove all retired or scrapped assets from INFOR after validating asset disposal as per the [Surplus & Scrap Management process](#) available on the Supply Chain website; assets to be removed without scrap form shall be approved by the Medical Center Administration.
- 4.6. Supply Chain Department shall coordinate with the Projects and Fixed Assets at the AUB Comptroller's Office to maintain accurate recording of assets.

5. Responsibilities

- 5.1. All servicing departments shall abide by this policy for the tagging and disposal of capital assets, furniture and equipment.
- 5.2. All departments shall properly safeguard AUBMC assets and report any loss, relocation, or disposal of the capital asset or furniture or equipment.
- 5.3. Supply Chain shall update INFOR regularly and shall coordinate with the Projects and Fixed Assets at the AUB Comptroller's Office for efficient asset recording.

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6. Signatures

Prepared by	Name	Signature	Date
Supply Chain Control Officer	Ms. Mona Wehbe		10/17/19
Reviewed and Concurred by	Name	Signature	Date
Medical Engineering Department Director	Mr. Bassam Tabshouri		11/7/19
Plant Engineering Department Operation Director	Mr. Walid Shaib		17/7/19
IT Medical Center Processes and Systems Director	Mr. Joe Max Wakim		29/7/19
Deputy Medical Center Director for Operations	Mr. Imad Sadek		19-08-2019
Chief Quality and Compliance Officer	Petra Khoury, PharmD		19-9-19
Approved by	Name	Signature	Date
Interim Medical Center Director and Chief Medical Officer	Ziyad Ghazzal, MD		19/9/19
Deputy EVP/Dean			

7. Appendices

- 7.1. SURPLUS PROPERTY DISPOSAL REQUEST
- 7.2. TRANSFER of Asset REQUEST

GLD-MUL-006
Appendix 7.1



AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
SUPPLY CHAIN OFFICE
SURPLUS PROPERTY DISPOSAL REQUEST

Contact person: _____ Ext: _____

Reference #: _____

The following items are:	<input type="checkbox"/> Surplus to the department's requirements	<input type="checkbox"/> Scrap – or beyond economical repair
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UNITS	BARCODE	DESCRIPTION	COMMENTS	FSC CODE

REQUESTING DEPARTMENT	COST CENTRE	BUILDING	FLOOR	ROOM	COMMENTS
Requestor	NAME		HOD Signature		DATE

APPROVED BY -	NAME	SIGNATURE	DATE
Hospital Administration			
Supply Chain Office			

POLICY: Transfers and disposals of assets are handled by Supply Chain Office. No other persons are authorized to scrap, sell, or otherwise dispose of university fixed assets.

PROCEDURE: Complete the above form and send it to the SCO – BLDG. 56- Ground Floor. Retain a copy for your own departmental records. The SCO will schedule the collection of the items and arrange for their transfer or disposal. All fields of this form related to requestor should be field. Incomplete forms may not be executed.

SR#:

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Appendix 7.2



AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
SUPPLY CHAIN OFFICE
TRANSFER of Asset REQUEST

Contact person: _____ Ext: _____

To: Supply Chain Office			
Please Transfer the below Items to our Department.			
UNITS	BARCODE	DESCRIPTION	COMMENTS

TRANSFER FROM	COST CENTRE	BUILDING	FLOOR	ROOM	COMMENTS
HOD NAME		HOD SIGNATURE		DATE	
TRANSFER TO	COST CENTRE	BUILDING	FLOOR	ROOM	COMMENTS
HOD NAME		HOD SIGNATURE		DATE	
APPROVED BY -	NAME		SIGNATURE	DATE	
Supply Chain Office					

POLICY: Transfers and disposals of assets are handled by Supply Chain Office. No other persons are authorized to scrap, sell, or otherwise dispose of university fixed assets.

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Revised by rs114-December 2015