Property Control System Manual (PCS)

PCS 204: Government-Furnished Equipment

**Effective:** 3/1/1984  **Revised:** 3/1/2024

**Purpose**
To appropriately control government-furnished equipment

**Sources**
48 Code of Federal Regulations § 45
48 Code of Federal Regulations § 52.245-1

**Background**
Government-furnished equipment (GFE) (defined in 48 CFR § 45.101 as "Government Property") is equipment in the possession of, or directly acquired by, the Government and subsequently furnished to the University for the performance of a grant or contract. GFE is owned by the providing government entity.

**Policy**

**Commingling GFE and University Equipment**
Government-furnished equipment (equipment or materials) must be maintained in a state where it remains physically distinguishable from other property so that it does not lose its distinct identity as a government-owned item unless otherwise authorized by the contract or property administrator.

**Controlling GFE Equipment**
GFE should be closely monitored to ensure that the asset records accurately reflect the location, use, and maintenance of the equipment. The government will randomly schedule audits of GFE or whenever needed to fulfill contract requirements. The university Workday business asset records, are considered to be the government’s official property records for GFE that is in the possession of the university. It is the responsibility of the university to maintain records for all GFE, in the possession or control of a subcontractor.

**Receiving GFE**
The principal investigator (PI) is responsible for receiving and inspecting government-furnished equipment (GFE). Upon the receipt of GFE, the PI shall immediately verify that the quantity, description, and condition of the equipment is recorded accurately and report the acquisition to Capital Asset Management (CAM). If overages, shortages, or damages are discovered, the PI works with CAM and the appropriate government/sponsoring agency to attain an adequate solution.

Once GFE is properly received CAM will record GFE in Workday and place an ASU property control tag on the equipment for tracking purposes. If appropriate, CAM will also tag the equipment with a government issued tag.
Cross-Reference