

# Property Control System Manual (PCS)

## PCS 1201: Reporting Schedule for Government-Owned Property

Effective: 3/1/1984

Revised: 3/1/2025

### Purpose

To define a property reporting schedule for government-owned property and to include contractor responsibilities to government property administrators

### Sources

*Federal Acquisition Regulation § 45.502, 505–14*  
Property Control

### Policy

Property Control shall provide annually, or as a sponsor deems necessary, the total acquisition cost of government property for which ASU is accountable under each contract with each agency, including government property at subcontractor plants and alternate locations. ASU is directly responsible and accountable for all government property in accordance with the requirements of the contract. This includes government property in the possession or control of a subcontractor. The contractor shall establish and maintain a system in accordance with this subpart to control, protect, preserve, and maintain all government property. The system shall be reviewed and, if satisfactory, approved in writing by the property administrator.

The following classifications (property classifications may be varied to meet individual agency needs) shall be reported:

1. land and rights therein
2. other [real property](#), including utility distribution systems, buildings, structures, and improvements thereto
3. plant equipment
4. special tooling
5. special test equipment
6. material

and

7. agency peculiar property.

### Government Inventory Schedule

Agency	Form	Threshold
Los Alamos	Spon	\$5,000
Lawrence Livermore National Laboratories	Spon	\$5,000
Jet Propulsion Laboratories (JPL)	1018	\$100,000
CIA	1018	\$5,000
US Dept of Interior	Spon	\$5,000

US Dept of Education	Spon	\$5,000
US Dept of Energy	Spon	\$5,000
US Dept of Defense	1018	\$5,000
Battelle	Spon	\$5,000
US Coast Guard	Spon	\$5,000
NASA	1018	\$100,000
Argonne National Labs	Spon	\$5,000
NREL	Spon	\$5,000
Sandia National Labs	Spon	\$5,000
Space Telescope Science Institute	Spon	\$5,000

The ASU sponsored property coordinator is responsible for preparing and submitting government-owned property reports annually by September 30.

### Procedure

The sponsored property coordinator will prepare and submit government-owned property reports as follows:

1. review government inventory schedule for reporting requirement date
2. query all accounts for each agency
3. process inventory reports by contract and agency
4. print reports for contracts
5. transfer subtotals for special tooling, special test equipment, plant equipment, and material to appropriate government forms
6. send the original to the agency and a copy to the sponsored contract file

and

7. update the Sponsored Projects database to indicate that the report was submitted.

### Cross-Reference

For information on having ASU PD mark personally owned equipment, see the *Police Department Policies and Procedures Manual*—[PDP 201-01](#), “Operation Identification.”

For information on reporting lost, stolen, or found property, see:

1. The *Academic Affairs Policies and Procedures Manual*—[ACD 808](#), “Lost, Stolen, or Found Property”
2. The *Police Department Policies and Procedures Manual*—[PDP 203-02](#), “Reporting Property Crimes”

and

3. The *Student Services Manual*—[SSM 801-05](#), “Lost and Found Items.”