

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: April 1, 2009

**REGULATION TITLE:**  
Property Control

**REGULATION NO.:**  
UCF-4.007

**SUMMARY OF REGULATION:** This regulation is amended to state that University property shall be used for official business, unless permitted by appropriate authority. A link is provided to the Property Accountability and Inventory Control Procedure on Finance and Accounting's website. Amendments also include renumbering the regulation.

**AUTHORITY:** BOG Resolution dated January 7, 2003

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Tracy Clark, University Controller

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
e-mail: [regulations@mail.ucf.edu](mailto:regulations@mail.ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**~~6C7~~UCF-4.007 Property Control.**

(1) All non-expendable tangible personal property, the value of which is \$1,000 or more per item, and any other items at the discretion of the University Controller, acquired by purchase,

grant, transfer, donation or manufacture shall be accounted for on a University property record. University Departmental custodians will be appointed to conduct or assist with the annual inventories, maintain control over movement, and report any cases of loss or damage to the University's Property Board.

(2) The Property Board may relieve persons from accountability and/or responsibility in cases up to \$5,000 and make recommendations on losses over \$5,000 to the Vice President for Administration and Finance.

(3) The Vice President for Administration and Finance shall act on any recommendations requiring that an individual be held ~~pecuniarily~~ personally responsible for loss or damage to property.

~~(4) University property shall be used for official business, except as otherwise permitted by the appropriate authority or by University regulation or policy. For additional information relating to property records, property custodians, property board duties, and other property matters, see the Property Accountability and Inventory Control Procedure at the University of Central Florida Finance and Accounting Division's website: <http://www.fa.ucf.edu/Property/Publications/acctblty.pdf>.~~

~~(4) Additional information regarding the establishment of property records, custodian's actions, property board duties, to see the University of Central Florida Procedural Manual. Number 4102, Revised 7-1-96.~~

~~(5) See Rule 6C-5.016, F.A.C., for rules as to the use of University property.~~

Authority: Florida Board of Governors~~BOG~~ Resolution dated January 7, 2003. History—New 10-8-75, Amended 3-22-76, Formerly 6C7-4.07, Amended 3-16-03; Formerly 6C7-4.007, Amended

-09.