



Under specific terms and conditions of some awards, property either purchased or provided by the sponsor is owned by the Government. This property can include both permanent equipment and non-capital equipment, like computers or other electronic devices. The mandated requirements for administering this property listed in the table below apply to all Government property accountable to CU Boulder. Check with your department sponsored projects administrator or with OCG (ocgproperty@colorado.edu) if you have questions on whether these requirements apply to property on your sponsored awards.

	REQUIREMENTS	POINT OF CONTACT
Purchasing Fabricating Receiving	Explicit approval from the sponsor is required before Government property can be purchased or built as a fabrication on an award, even if it is listed in the budget. *Requests or prior approval need to be submitted by OCG.	OCG Property Officer Your Department Sponsored Project Administrator
	If the Government property is being built as a fabrication, a separate SpeedType needs to be created to track expenses. *The fabrication request forms need to be completed and sent to the Property Accounting Office.	Your Department Sponsored Projects Administrator
	All Government property (whether purchased or sent directly from the sponsor) needs to be tagged within 3-5 business days of its arrival on campus. Notify OCG <u>immediately</u> when you receive Government property, which must be tagged by OCG.	OCG Property Officer Your Department Property Manager
	Government owned fabrications are physically tagged when the fabrication is completed and in-service. Notify OCG when your fabrication is completed, so that it can be tagged as soon as possible.	OCG Property Officer Your Department Property Manager
Use Maintenance Inventory	Government property is authorized for use only on specific research awards and should not be used for any other research projects.	Your Department Property Manager
	Any changes in the working condition or location of Government property must be reported immediately to OCG. Changes in condition include when property is damaged or no longer operable, or is lost or stolen. Some of these changes must be reported by OCG to the sponsor.	OCG Property Officer Your Department Property Manager
	Government property must be regularly maintained and kept in good working order. Maintenance records must be kept by your department.	Your Department Property Manager
	Any replacements, repairs or trade-ins must be approved by the sponsor prior to taking place. *Requests for approval of replacements, repairs, or trade-ins are sent by OCG.	OCG Property Officer Your Department Property Manager
	Government property is physically inventoried by OCG every year. OCG will contact your department property manager to schedule a time during each calendar year to complete the inventory.	
Disposal Award Closeout	When Government property is no longer needed for research on the award, disposal instructions must be requested from the sponsor. *Disposal requests need to be submitted by OCG.	OCG Property Officer Your Department Property Manager
	At the end of the award period of performance, Government property must be reported to the sponsor. *The Department Property Closeout form needs to be completed and sent to OCG.	Your Department Property Manager OCG Property Officer
	After the Government property has been reported, the sponsor may do any of the following: -Transfer it to another ongoing award as Government property authorized for use on the new award. OCG will contact you and your department sponsored projects administrator if these instructions are provided. -Request that the property be returned to the sponsor. You will need to work with your Department Property Manager to arrange the return and report to OCG when the property has left your control. -Give the University title to (ownership of) the property. OCG will contact you and your Department Property Manager to schedule a time to meet and remove the Government tag. The property will then need to be managed according to the campus procedures for University property.	