

# **PROPERTY MANAGEMENT REFERENCE MANUAL**

**OFFICE FOR SPONSORED PROGRAMS**

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## **FOREWORD**



**B. RESPONSIBILITY**

1. The Office for Sponsored Peed



- c. Transfer of Government property must be thoroughly documented. Whenever such action is contemplated, the Office for Sponsored Programs should be consulted to ensure that property records and approvals are obtained.
- d. Equipment purchased with Federal funds







1. GENERAL

- a. Principal Investigators shall concern themselves with both preventive and corrective maintenance; preventive maintenance being that which is performed on a regularly scheduled basis to prevent the occurrence of defects

- a. Principal Investigators shall maintain records sufficient to disclose maintenance actions performed, deficiencies discovered as a result of inspections, and maintenance cost information.

#### **E. SUBCONTRACTS**

1. When the University has a prime Government contract which includes subcontracts, the Office for Sponsored Programs will ensure that Government property control provisions are imposed on subcontractors as appropriate.
2. The University is responsible and accountable for Government property in possession of the subcontractor.
3. When it is necessary to move Government property from the University to a subcontractor's site, the permission of the Administrative Contracting Officer must be obtained.

#### **F. REPORTS**

1. Boston College shall furnish to the Administrative Contracting Officer reports on Government property as requested and as required by Federal Regulations.
2. Boston College shall submit reports on DOD, NASA and DOE property as follows:
  - a. DOD as of 31 October of each year
  - b. NASA as of 15 October of each year (NASA Form 1018)
  - c. DOE as of 28 February and 31 August of each year.
3. The Office for Sponsored Programs is responsible for generating property management reports required by government agencies and sponsors including financial, equipment status, and closeout reports.

## **G. SELF-ASSESSMENT**

1. Boston College will issue an Equipment Inventory Questionnaire