

Ming Chuan University Enforcement Rules for Property Management

Passed at Regulation Review Committee Meeting on December 1, 2017
Passed at the General Affairs Committee Meeting on January 8, 2018

1. These Enforcement Rules are established to implement property management in accordance with Ming Chuan University Regulations for Property Management.

2. Loaning

- (1) Loaning of property is limited to the purposes of internal affairs, teaching and research only. Units in charge of property custody should follow property loan procedures and leave clear records for reference when loaning property to faculty or students. If the property is damaged or lost during the loan period, the custodial unit should bear full responsibility.
- (2) Borrower is requested to fill in name, faculty ID (student ID for students), and date of loan on the "Property Record" and have the property custodian to confirm and sign; submit for administrator's approval to complete the property loan procedure. The maximum loan period is one year. The loan procedure must be begun anew for renewal.
- (3) Borrower is responsible for the property during loan period and is responsible to compensate for any shortage, damage or loss of property in accordance with relevant regulations.
- (4) Borrower should return the property before the date of inventory check of each academic year for inventory check. Otherwise, the custodial unit is still held responsible for the property.
- (5) When property is loaned to a unit outside of the university, the loan should be reported to the president for approval, then Construction and Buildings Section of General Affairs Division must be informed for further processing before loaning the property out.
- (6) When returning the property, the borrower and the custodian should check all items one by one. Mark the returning date and time on the "Property Record" after all items are checked.

3. Inventory Check

- (1) Construction and Buildings Section regularly conducts inventory check every winter and summer vacation and randomly conducts inventory check in different units to ensure the consistency of the inventory list with actual property. Relevant review and further improvement should be proposed for any questions raised and listed in the record for reference.
- (2) Property custody list is attached with the inventory check notice announced by Construction and Buildings Section. Custodians should complete the preliminary inventory check and mark the latest storage location of property on the check list then set a date with Construction and Buildings Section to conduct inventory check again together.
- (3) When conducting inventory check, one should check the following items based

on a property list:

1. Is the storage condition of the property good?
 2. Is the data, including property name, specifications, quantity and custodial unit, consistent with the record.
 3. Is the property label properly and clearly adhered and is the budget source stated as regulated.
 4. President-approved official document should be provided when property is loaned (taken) outside of the university due to teaching, research, project implementation or other factors.
 5. User's manual, record of use (or class schedule) and repair record should be prepared for facilities and equipment valued at 100,000 NTD or more. Record of use should clearly show a detailed record time of use and course (or experiment) name, and repair record should clearly show a detailed record of time and type of repair.
- (4) Property custodians should archive property record as a file (Please take photos for special facility equipment for documentation). Aside from self-check of inventory, custodians should cooperate with the annual inventory check of the university.
- (5) The custodial unit administrators should attach importance to the supervision and management of property custody. Custodians should regularly or randomly check properties under their custody.
- (6) When property is sent off-campus vendors for repair, relevant proofs (Repair Request Form and Vendor Maintenance and Repair Quotation) are required for future reference. A time must be appointed to complete inventory check after the property is returned following repair.

4. Disposal

- (1) The service life of property shall comply with the minimum service life indicated in "The Standards of Classification for Properties" specified by the Executive Yuan; this represents the minimum years of use rather than a time when the unit immediately applies for disposal.
- (2) Special disposal (under special circumstances) includes:
 1. When a property has not yet reached its useful life limit but is confirmed to be unserviceable, no longer useable resulting from damage, or technologically obsolete, or is too old and has become an eyesore, or is no longer useable resulting from damage during teaching use, maintenance being uneconomical or other reasons.
 2. Property damage is incurred from being stolen, lost, damaged by disaster, force majeure or other accidents.

Disposal application can be filed only after investigation and when relevant documentation (such as police case report receipt) is provided, and such items will be disposed upon being approval by the president.
- (3) When property is damaged or lost, property custodian (or property user) should be handled in accordance with the following guidelines, except when, through

investigation, the custodian is confirmed to have given proper attention to the property and the responsibility is released:

1. The repair cost of damaged property that can be repaired to the level of unimpaired efficiency is to be paid by the responsible personnel.

2. Property that is damaged or lost and cannot be used should be compensated for in accordance with following standards:

(1) Value is calculated as the purchase amount when the period of use is less than 6 months.

(2) Value is calculated based on the depreciated purchase amount when the period of use is more than 6 months.

(3) Lost item should be compensated for based on the abovementioned standard before the disposal procedure is completed.

5. Idle Property Processing

(1) When releasing idle property, the user unit must fill in "Idle Property Processing Form" with the reason, the condition of the property, serial number, name, specifications, quantity, custodian name and extension number and submit it to Construction and Buildings Section for announcement.

(2) Idle property that is still usable may be donated to one of the following units or groups after Construction and Buildings Section's official document is approved by the President:

1. Schools with internship or cooperative relations with MCU.

2. Schools located in remote areas.

3. Government-approved charities or disadvantaged groups.

4. MCU student associations or clubs.

5. Beneficiary approved as special case.

(3) Property with no use and for which the idle period has expired should be disposed of and removed from the inventory in accordance with relevant procedures.

6. Upon being passed at the General Affairs Committee meeting and approved by the president, these rules were implemented. Any revision must follow the same procedures.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.