

# Measures for Assets Management of Wenzhou-Kean University (Modified in 2016)

## Chapter I General

**Article 1** To standardize and enhance the management of university-owned assets, ensure assets integrity and rational allocation of assets, improve the effectiveness and efficiency of asset use, in consideration of the actual conditions of the Wenzhou-Kean University ( "University" ), these Measures for State-Owned Assets Management ( "Measures" ) are hereby formulated in accordance with the " Interim Measures for Asset Management of Institutions" , "Interim Measures for Asset Management of Administrative Institutions in Zhejiang Province" , "Wenzhou Municipal Administrative Institutions Office Space Decoration, General Office Supplies and Motor Vehicle Configuration Standards" Wenzhou Treasury [2013] No. 612, " Interim Measures for State-Owned Lost Assets Compensation in Wenzhou Municipal Administrative Institutions" Wenzhou Treasury [2015] No. 712 and other relevant provisions promulgated by the Ministry of Finance.

**Article 2** As referred to herein, "assets" cover fixed assets, low-value durable commodities, invisible assets, construction in progress and outward investment.

Fixed assets refer to property with a useful life greater than one year, with a unit cost of more than RMB 1,000 Yuan, and which basically maintains the original form during use (including special purpose equipment with a unit cost of more than RMB 1,500 Yuan). Library' s book collections are considered as fixed assets.

Low-value durable commodities with a unit cost of more than RMB 200 Yuan, which does not meet the required standard, but with a useful life greater than one year, shall be managed as fixed assets.

Invisible assets refer to intangible assets that provide intellectual or legal rights including patents, trademarks, copyright, land use rights, non-patent technology, goodwill and other property rights.

Construction in progress refers to construction work that accumulates the cost but has not yet been placed into service.

Outward investment refers to investments in other institutions in the forms of cash, in kind and intangible assets etc..

**Article 3** Asset management shall be combined with budget management shall adhere to; ownership rights shall be separate from usage rights; asset management and responsibility management shall adhere to.

**Article 4** The content of assets management includes asset allocation, asset use, disposal of assets, asset inspection, and management of asset information.

## **Chapter II Administrative Organizations and Their Responsibilities**

**Article 5** Logistics and Assets Management Department as a functional department that comprehensively manages all types of assets at the University, is responsible for the overall management of the university assets, its responsibilities are:

(1) Study, formulate, organize and implement the measures for the University' s assets management, maintain asset safety and integrity, and to prevent asset loss;

(2) Authorize and declare the asset allocation, rental, outward investment, disposal and other matters in accordance with provisions; perform assets-related procedures based on the authorization results;

(3) Direct, supervise and inspect the assets management of the University (invested enterprises included);

(4) Rationally allocate and manage assets, intensify the argument and plan for new assets; coordinate to ensure that the construction work is accepted and placed in service;

(5) Responsible for routine work such as registration and maintenance of movable assets; establish a sound Asset Information Management System; enter asset occupancy, asset condition and asset quantity changes information into the Asset Information Management System in a timely manner; dynamically manage the University' s assets;

(6) Responsible for outward investment and leased property management;

(7) Organize asset inspections; formulate Statement of Assets and Asset Usage Report on time;

(8) Accept direction and supervision from the financial department, and report the situation of the university asset management.

**Article 6** The financial department shall take responsibility of funds and financial management for assets and shall do asset accounting in accordance with the relevant provisions, and coordinate with Logistics and Assets Management Department to perform the work of asset management.

**Article 7** Those departments associated with the use of assets shall perform routine management of their occupied and used assets, to ensure safety and integrity of the assets. Departments associated with the use of assets shall clarify responsibilities. The department head should be the first person responsible for the department' s asset management, should designate a staff to be responsible for the work of department' s asset management, should assign the asset management responsibilities to positions and individuals.

### **Chapter III Assets Allocation**

**Article 8** The University shall allocate assets in the principles of "allocate according to law, secure needs, be scientific and rational, optimize the structure, be diligent and thrifty, control strictly".

**Article 9** The University shall allocate assets in accordance with the prescriptive allocation standard; assets without prescriptive allocation standard, according to the objective needs of career development, combined with the financial situation of the University, shall be reported to the competent department and financial department for the record and be improved gradually. Allocation of general office supplies and furniture shall be carried out in accordance with the General Office Supplies and Furniture Procurement Budget Standard promulgated by Finance Sector. Special needs should, according to relevant regulations of finance department, be reported to the finance department for approval in advance.

**Article 10** The University shall allocate assets depending on the department' s asset allocation budget in accordance with the requirements of the budget management. Logistics and Assets Management Department shall audit the assets storage and usage with the finance department, prepare asset allocation budget according to the annual allocation of quota quantity and price standard, and submit to the finance department at the same class for authorization. After the department budget being authorized by the finance department, the asset allocation budget listed shall be the basis of university asset allocation.

**Article 11** University assets that are within the scope of government procurement shall be procured according to the law; purchasing assets that are within the scope of controlled procurement, shall be authorized; small value procurement programs shall be implemented according to relevant provisions.

**Article 12** The University shall optimize the asset allocation and establish a unified asset swap system. Unused assets or assets with low utilization shall be regulated by Logistics and Assets Management Department.

**Article 13** Assets that are transferred in without compensation or donated are regarded as university assets, are legally occupied by the University, are evaluated and accounted for by financial department according to relevant provisions.

#### **Chapter IV Use of Assets**

**Article 14** Management of university assets shall always adhere to the principle of "whoever uses shall be responsible" ; "privatization of the public assets" and "appropriation of the public assets" are strictly prohibited.

(1) Facilities and equipment in public areas, and classroom facilities (desks, chairs and podium, etc.) shall be managed by the designated person of Logistics and Assets Management Department;

(2) Furniture in faculty' s apartments shall be managed by the designated person of Human Resources Office;

(3) Assets in student residence halls shall be managed by the designated person of Student Affairs;

(4) Audio-visual educational equipment, intelligent equipment and all kinds of general-purpose software shall be managed by IT Department;

(5) Displays for advertisements or signage system shall be managed by the designated person of the media center of University Affairs;

(6) All kinds of indoor and outdoor functional rooms including stadiums, tea room, and dancing room shall be managed by the designated person of the media center of Chinese Curricula Center;

(7) Public assets of each department shall be picked up and managed by the assets manager of the department;

(8) Personal office supplies, furniture and assets for work shall be kept by the individuals;

(9) Valuable seedling would be managed by further management measures developed by Logistics and Assets Management Department.

**Article 15** Asset pick-up (borrowing) procedure:

(1) An applicant can apply via OA or by filling out <Wenzhou-Kean University Pick-up (Borrowing) Form>, and submit to Logistics and Assets Management Department with the approval of his/her own department asset manager;

(2) Asset administrator of Logistics and Assets Management Department shall check the inventory, receive verification from asset coordinator, and submit to the director for approval;

(3) Logistics and Assets Management Department informs the applicant to pick up the items.

**Article 16** Asset pick-up (borrowing) shall be carried out strictly according to the system. The person in possess of the assets shall also be responsible for the asset integrity and safety. Asset borrowers shall return the assets to Logistics and Assets Management in time.

**Article 17** The asset requester shall go to Logistics and Assets Management Department to perform the asset allotment procedure and sign the name when the person assumes office or changes a position; the asset requester shall return assets

to Logistics and Assets Management Department before proceeding the leave procedure.

**Article 18** Logistics and Assets Management Department shall establish and improve the managing rules of asset registration, asset pick-up and safekeeping, asset retrieve, asset check, to perform the daily assets management; shall set up the assets sharing system, optimize asset allocation, improve the efficiency and effectiveness of asset use.

**Article 19** The University shall conduct the necessary feasibility study before investing outward or leasing assets, as well as completing the authorization process in accordance with the privileges and procedures set up by the financial sector. Asset lease is open to the public in principle. Both parties shall sign the lease contract with maximum lease term no more than 5 years. University assets shall not be invested or leased without authorization.

## **Chapter V Disposal of Assets**

**Article 20** Each department shall designate an asset administrator that take responsibility for daily management of assets procurement declaration, assets registration, allocation, maintenance and loss reporting in the department.

**Article 21** In regard to fixed assets and low-value durable goods, if any failure or damage occurs during use, repair process is as follows:

(1) The requester (user) should contact the Logistics and Assets Management Department first to confirm whether the asset is within the warranty periods. If it is, Logistics and Assets Management will directly inform the manufacturer for maintenance;

(2) When is maintenance fee is required, the requester (user) shall apply on the OA or fill out the <Wenzhou-Kean University Fixed Assets Maintenance Application Form>, indicating the maintenance content, the cause of damage and the approximate maintenance amount (leave blank if you are not sure about the amount). The application shall be confirmed by the asset administrator and the director of the department before being submitted to the Logistics and Asset Management Department. The asset administrator shall check the confirmed

information and the amount first and then submit to the director of Logistics and Assets Management for approval;

(3) Any damage caused by non-human factors with maintenance costs less than 5,000 RMB, Logistics and Assets Management Department shall contact maintenance directly. If maintenance costs more than 5,000 RMB, it must be approved by the University leadership.

**Article 22** If the asset is damaged or lost due to a liability accident, the maintenance costs shall be borne by the asset requester (user), and the lost asset shall be compensated in kind. Compensation refers to < Interim Measures for State-Owned Lost Assets Compensation in Wenzhou Municipal Administrative Institutions > Wenzhou Treasury [2015] No. 712.

**Article 23** The relevant responsible person who is verified by the relevant functional departments that the loss of state-owned assets is due to the accident of human error shall be responsible for compensation. When the loss of state-owned assets is caused more than one people, each one undertakes the corresponding liability; if it is difficult to determine who undertakes a bigger liability, they shall undertake the liability for compensation evenly. The relevant responsible person, according to the size of the loss, the seriousness of the case, shall be reported to the Discipline Inspection and Supervision Department for administrative sanction or disciplinary sanction; and the suspected criminal shall be transferred to the judicial branch for handling.

**Article 24** When the relevant functional departments verify that the following circumstances cause the state-owned assets loss, the relevant responsible persons may be exempted from compensation:

- (1) The loss of assets is caused by a natural disaster or accident;
- (2) The necessary safety precautions have been taken, and the Public Security department verifies the loss of assets is caused by theft or other acts;
- (3) After the occurrence of the human-made fault for the loss of assets, the responsible person has taken remedial measures to recover the loss or fixed the asset without affecting the function of using;
- (4) Other irresistibly objective losses.

**Article 25** When an asset is at the end of its lifetime and not working, <Wenzhou Kean University Fixed Asset Retirement Application Form> shall be filled out; when an asset is lost or damaged, <Wenzhou Kean University Fixed Assets Loss and Damage Report> shall be filled out for the record. Logistics and Assets Management Department in conjunction with Financial Department and the relevant functional departments shall audit and check the form and then come up with the asset disposal application. The application shall be submitted to the financial department for approval in accordance with the limitation of authority. The asset retirement standard shall be implemented in accordance with the relevant provisions of the financial sector.

**Article 26** After the loss or damage of the low-value durable goods which are managed as fixed assets, the <Wenzhou-Kean University Loss and Damage of Low-value Durable Goods Report Form> needs to be filled out. Logistics and Asset Management Department shall check the report and submit to the University leadership for approval.

**Article 27** In the event of any change in the assets due to the assets reallocation, changes in the users, adjustments in the use of departments, and the recovery of assets due to asset idleness, asset retirements and the resigned personnel, Logistics and Assets Management Department shall promptly complete alteration registration and enter data in information system, and guarantee the safety of the recovered assets.

## **Chapter VI Inspection of Assets**

**Article 28** Logistic and Assets Management Department shall conduct periodical inspections of assets and complete the periodic reconciliation with the department to ensure that the accounts are in line with each other. At the same time, Logistics and Assets Management Department shall urge the departments associated with the use of assets to conduct assets management and ensure that the account agree with physical inventory.

**Article 29** An inspection of assets must be conducted under one of following circumstances:



(1) The assets, in accordance with the requirements of national project work or the actual work needs of the government at the corresponding class, are included in the assets inspection scope of the unified organization;

(2) Great loss of assets caused by a force majeure such as major natural disasters;

(3) Serious distortion of accounting information or significant loss of assets;

(4) Other circumstances where the competent department or the Financial Sector at the same level consider that the asset should be inspected.

**Article 30** The University Assets Inspection includes general condition settlement, accounting cleaning, property inspections and inventory, profit and loss identification, asset verification, and system improvement. The specific regulations and measures shall be implemented and executed in accordance with the procedures and requirements stipulated by the Financial Sector.

## **Chapter VII Asset Information Management**

**Article 31** Based on the requirements of information management of assets, Logistics and Assets Management Department shall establish the University Assets Information Management System to implement the network information management of university assets, reflect the condition of university assets in time, achieve the dynamic assets management, provide the basis for establishing the asset resource sharing and mechanism sharing, provide the basic data and effective evidence for internal management and decision-making, and offer necessary information support for the preparation and audit of department budget.

**Article 32** Logistics and Assets Management Department shall effectively connect the University Asset Information Management System with the asset management information system of the Financial Sector, and timely input the assets data and the change information into the University Assets Information Management System of the Financial Sector, and efficiently submit for authorization of all the assets affairs through information system with the prescribed procedures.

## **Chapter VIII Supplementary Articles**

**Article 33** All of the university management departments, departments associated with the use of assets and their staff, have the accountability and responsibility to manage and use assets properly, and maintain its security, integrity in accordance with law. Outstanding achievements of departments or individuals in the assets management process shall be commended; default of work, causing assets loss, shall be investigated for their administrative and economic responsibility, and handled according to the rules.

**Article 34** These Measures apply to Wenzhou-Kean university assets management activities. In the event that any of these regulations conflict with the relevant provisions, the Measures shall prevail. The Measures shall be implemented as of the date of issue, matters not covered above can be added. The Measures shall be interpreted by the Logistics and Assets Management Department.