



MEMORANDUM

To: Budget Officers

From: June Hall

Date: January 31st, 2014

Subject: Equipment Inventory

The University is conducting an annual physical inventory of all equipment in your area. Enclosed please find the Fixed Asset Inventory Reports for the departments/orgs within your divisions. This report is sorted by department, building and room.

Please work with your department(s) to verify the following for each tag # on the Inventory Report:

Asset Existence: Does the asset exist and is it under the control of the listed department?

Asset Location: Does the Inventory report show the correct building and room number for the asset's location? The report group's asset tags by room number.

Asset Condition: Is the asset still in operable condition?

If the asset on the report meets all of the above, do nothing further with that asset (unless it relates to a grant which is discussed later). If the asset does not meet one of the above, please do the following:

Dispose

If the asset no longer exists within the University, or is unusable, please note the appropriate code (following list) in the Dispose column for that asset tag #.

D – Donated - Please provide name/organization that received the asset donation. This includes computer equipment given to University Technology Services.

DE – Deliverable – Delivered under terms of contract or agreement.

S – Sold – Please provide the sale details (amount, FOAP where proceeds were coded, purchaser).

ST – Stolen – Please provide a copy of Campus Safety/Risk Management report.

T – Thrown away or disgorged (assets that can no longer be used).

U – Unable to locate

*Disposal form is now **required** to be filled out if any proceed is received in return.

Transfer to:

If responsibility for this asset was transferred to another department, please note the Department/Org number of the new department and include the current building and room number, if known.

Tagged equipment not on inventory report

If your department(s) has received **tagged** equipment from another department **since the last inventory (Jun-2013)** that is now under your responsibility and is not included on your department's inventory report, please list these assets on the Inventory Report by Department form. It is possible that you may have other tagged equipment that is not on your report. These assets were reported and reviewed in June, 2013 and were determined to have been previously disposed in the system. There are a few assets you may have requested to be disposed of in the past that appear once again on this report. The banner system will not allow me to remove them from the system. Please ignore those tags.

Title and Grant Codes

The title code designates whether the asset is University Owned (U) or associated with a grant or contract (F, D, or G). For assets with an F (Government furnished – DU Title), D (DU Owned-Purchased from Grant), or G (Government Owned) code, if you know the responsible grant number (fund #) is incorrect, please update.

Room Types and Functions

The room type and function noted on the report is from the 2013 Space Survey and may not reflect the current room information. For those departments conducting research, please pay special attention to making sure the room number is correct. For indirect cost purposes we need to make sure that all research equipment is matched to the appropriate research room that was coded during the space survey.

Approval

After the department(s) has completed updating the Inventory form(s), the form(s) needs to be approved by one of the following: Dean, Department Head, or Budget Officer. This will be the authorization for me to either dispose or transfer assets.

Submission

Approved inventory forms need to be returned to me in the Controller's Office by close of business on *<please contact asset manager for specific due date>*.

Updated Inventory Report

If you desire a listing of the updated inventory, please let me know either when you return the form(s) or by email. I will send the updated report out to all who request it.

Property Contact

June Hall – Controller's Office – x13393 or at june.hall@du.edu

Thank You & Have A Great Day!