

# PROPERTY CONTROL

## ANNUAL EQUIPMENT INVENTORY PROCEDURES

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### Annual Inventory Overview

The annual inventory period is from October 1 through March 16 during each fiscal year. During this period, each department is required to perform a 100% audit of its GT tagged equipment.

For a department's annual inventory to be considered complete, the department's assigned Property Coordinator must submit the following packet of information to Property Control:

1. Annual Inventory Sign-off Form (including Chair/Department Head approval signature)
2. Manual mark-ups of the 370A – GT Annual Inv Report (report converted into Excel will be accepted)
  - a. Mark-ups should show that each asset was “found” or “missing” and indicate changes to location or room numbers. Issues concerning assets that were previously surplus or traded-in should be resolved before submitting the packet.
3. Missing report from PeopleSoft.
  - a. This report validates the assets indicated as missing were flagged as missing in PeopleSoft.

The annual inventory process, annual inventory sign-off form and troubleshooting checklist can be found at the following website:

[http://www.procurement.gatech.edu/property\\_control\\_forms.php](http://www.procurement.gatech.edu/property_control_forms.php)

For any questions regarding this process, please contact your designated Property Control Coordinator.

After completion of the inventory or the inventory period, Property Control will perform a random sample inventory for selected departments. The purpose of the sample is to verify the completion of the inventory process for the upcoming audit season with the state auditors. The results from the sample will be forwarded to the Vice President Campus Services of the University.

## General Instructions

To begin the inventory process, the coordinator should log into “TechWorks”:

Georgia Tech Login Service

GT Home • GT Login

Login requested by: techworks.psauth.gatech.edu:5943

**Enter your GT Account and Password**

GT Account:

Password:

☐ Warn me before logging me into other sites.

When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

[I don't know my GT Account](#)

[I don't know my password](#)

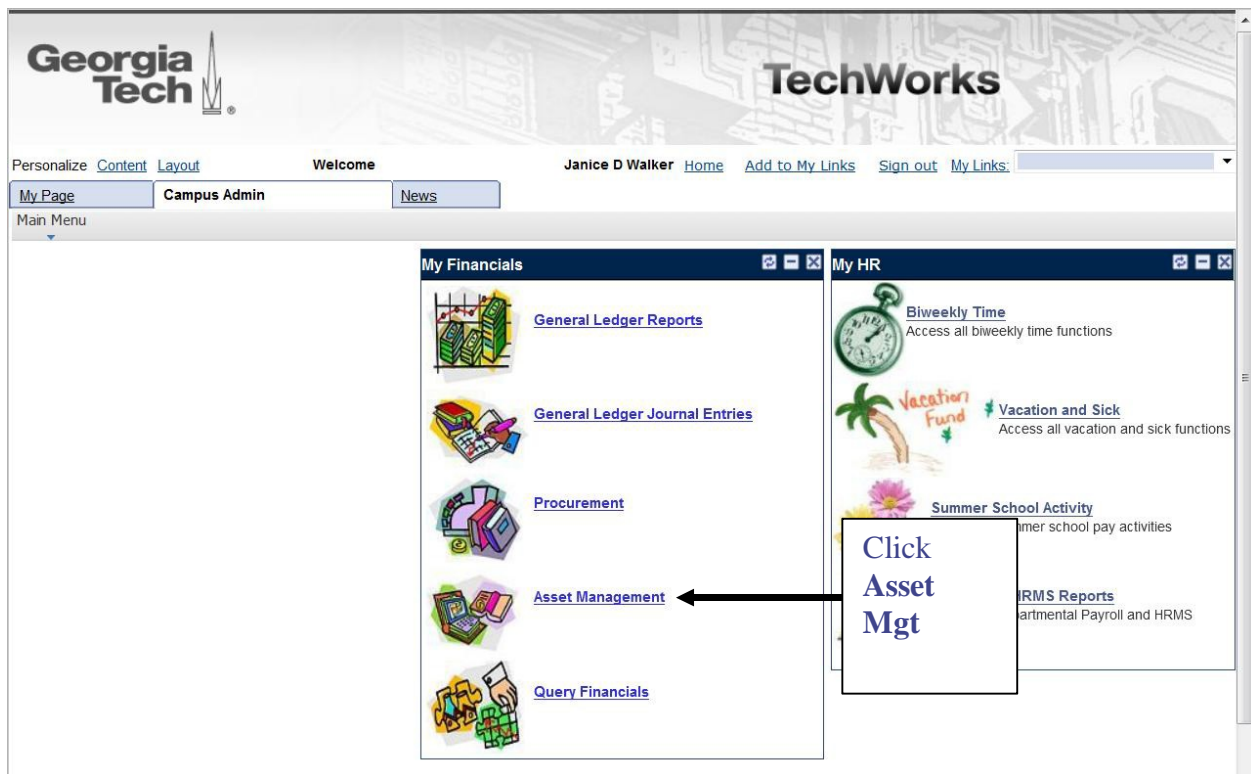
For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5:00pm EDT).

[Click here](#) for additional documentation including how to integrate your application with GT Login

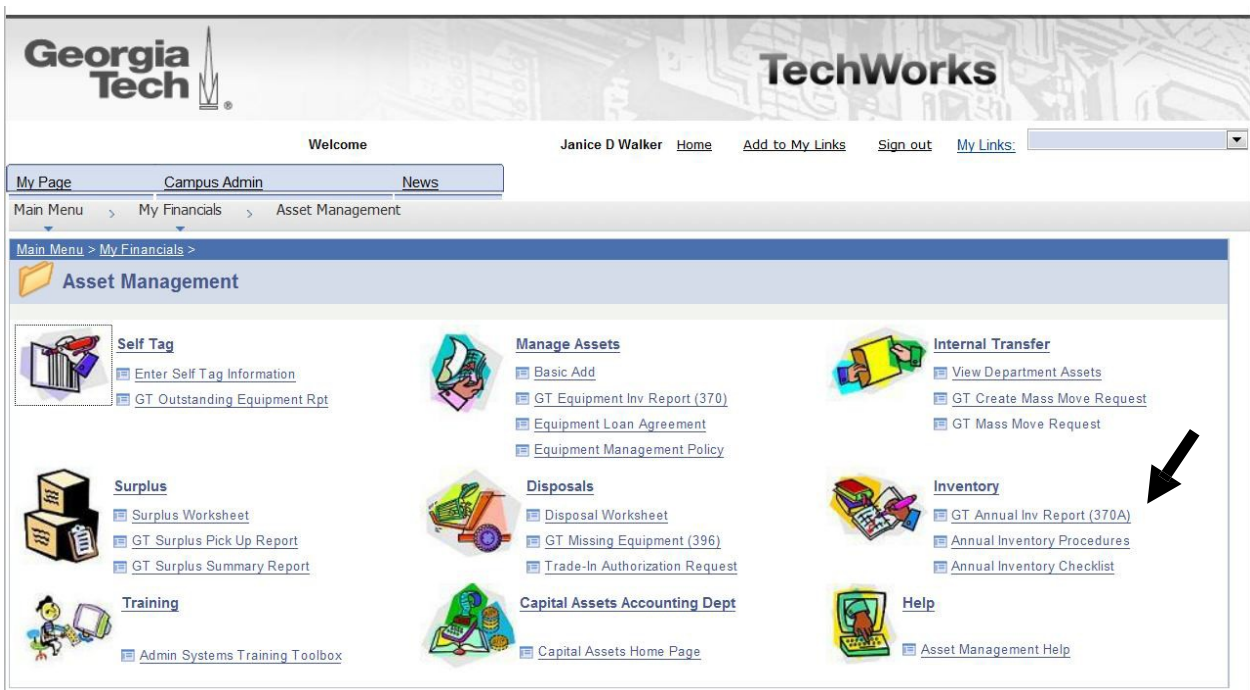
CONTACT US • LEGAL & PRIVACY INFO • ACCOUNTABILITY • SITE MAP • RSS 2.0

9:22 AM  
10/1/2012

After logging into “TechWorks”, the coordinator should click on the Campus Admin tab and look for the “My Financials” box. Click on “Asset Management” in order to access the Asset Management web site:



After logging into the Asset Management web page, “GT Annual Inv Report (370A)” should be selected in order to produce the report for use in performing the annual physical inventory.



The first time this report is run, a “Run Control ID” must be established (See Asset Management Training Manual).

After establishing a “Run Control ID”, the report should be run using the proper parameters. (If you are listed as the coordinator for more than one department, each department will need to be run separately). **The “As of date” should be entered as the current calendar date.**

The screenshot displays the 'GT Annual Inv Report(370A)' interface. At the top, there is a header bar with the title. Below the header, the 'Run Control ID' is set to 'JW16'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The main section is titled 'Report Request Parameters' and contains several input fields: 'Department' with the value '831', 'Location' (empty), 'Business Unit' with the value 'GT', 'Empl ID' (empty), and 'As Of Date' with the value '10/01/14'. Each input field has a magnifying glass icon next to it, indicating a search function.

After establishing the correct parameters, the report should run. **This is critical: In order to ensure you receive a complete listing of your equipment, make sure the location and Empl ID fields are left blank.**

When the “Run” button has been activated, the coordinator should determine the proper “Type” and “Format” to be used for the processing of their reports. In order to export the report to an excel file, the type selected should be “Web” and the format should be “PDF”. After making these selections, “OK” should be clicked in order to run the report.

Georgia Tech TechWorks

Welcome Janice D Walker Home Add to My Links Sign out My Links

My Page Campus Admin News

Main Menu > Asset Management > Financial Reports > GT AM Reports > GT Annual Inv Report (370A)

[New Window](#) | [Cus](#)

### Process Scheduler Request

User ID: jw16 Run Control ID: Inventory

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Annual Inventory Report	GTAM370A	SQR Report	Web	PDF	<a href="#">Distribution</a>

Clicking the OK button will return the process back to the screen where the parameters were selected. Click the “Report Manager” in order to view the report.

Georgia Tech TechWorks

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Main Menu > Asset Management > Financial Reports > GT AM Reports > GT Annual Inv Report (370A)

GT Annual Inv Report(370A)

Run Control ID: Inventory

Report Manager Process Monitor Run

Process Instance: 5863160

Report Request Parameters

Department: 764 Accounts Payable

Location:

Business Unit: GT

Empl ID:

As Of Date: 10/01/2012

The last report run will be listed at the top of the list of reports. In order to view the report, click on this report once the status indicates that the report is “Posted”. (Click refresh until posted)

Georgia Tech TechWorks

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My Page Campus Admin News

Main Menu > Asset Management > Financial Reports > GT AM Reports > GT Annual Inv Report (370A)

List Explorer Administration Archives

View Reports For

User ID: jw16 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5710398	5863160	Annual Inventory Report	10/01/2012 9:30:00AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to GT Annual Inv Report (370A)

Save

The report will come up in a Adobe Reader format. The PDF format will give you a listing of both pre-inventoried and inventoried assets.

Report ID: GTAM370-A		Georgia Institute of Technology										Page 10 of 11		
Business Unit: GT - GT		EQUIPMENT INVENTORY LISTING										Run Date 20-SEP-2013		
Department: 130 - Nanotechnology Research Ctr		As Of Date 01-OCT-2013										Run Time 12:00:22		
Asset ID	Tag Number	Description	Asset Profile	Campus Ref	Asset Status	Loc	GT Subloc	GT SubDt1	Off Site?	Model	Serial ID	Acq Date	Total Cost	Asset Found?
000000325729	0141243	Laser Writer Mask Tool	EQUIP10YR	1300015163	I	181	1279		N	LW405	NSN	10-AUG-2010	293,037.50	<input type="checkbox"/>
000000324757	0142186	LEXT OLS4000 Confocal Microsco	EQUIP10YR	1300015116	I	181	1268		N	OLS4000	9M13632	12-APR-2010	116,062.74	<input type="checkbox"/>
000000325331	0142187	Hitachi S3700-2VP SEM/Oxford	EQUIP10YR	1300015019	I	181	1266		N	S3700	371022-01	12-MAR-2010	217,450.00	<input type="checkbox"/>
000000325333	0142188	Rapid Therm Proc/Jetfirst 100	EQUIP10YR	1300015126	I	181	1279		N	Jetfirst 100	0030425265	16-APR-2010	17,500.00	<input type="checkbox"/>
000000323323	0142189	BLE Wafer Spinner	EQUIP10YR	1300014815	I	181	1279		N	not known	NOT KNOWN	08-JUN-2009	5,192.25	<input type="checkbox"/>
000000323327	0142190	Easy Tube 3000EXT CVD	EQUIP10YR	1300014803	I	181	1279	TAG IS ON WINDOW SIDE	N	3000EXT	NSN	25-JUN-2009	264,269.85	<input type="checkbox"/>
000000325330	0142193	NanoSpec 3000 Film Thickness	EQUIP10YR	1300015072	I	181	1279		N	1000-00911	L3000-0306-0075	08-MAR-2010	20,700.00	<input type="checkbox"/>
000000325391	0142196	Logitech Lap & Polish Machine	EQUIP10YR	1300014978	I	181	G230		N	TAL 52	61-07-99	04-NOV-2009	15,000.00	<input type="checkbox"/>
000000325392	0142197	Logitech Lap & Polish Machine	EQUIP10YR	1300014978	I	181	G213		N	TAL 52	61-001-02	04-NOV-2009	15,000.00	<input type="checkbox"/>
000000325385	0142198	Microzone Wet Spin Sink	SMVALOYR	1300014978	I	181	G280		N	MBC-72	8033369	30-JUN-2010	3,100.00	<input type="checkbox"/>
000000325382	0142721	Puffer Hubbard Freezer	SMVALOYR	1300014978	I	181	1261		N	IUP4017	YZ31281E	30-JUN-2010	3,100.00	<input type="checkbox"/>
000000325384	0142722	VWR Fridge/Freezer	SMVALOYR	1300014978	I	181	1261		N	R411PA14	T12L-534146	30-JUN-2010	3,100.00	<input type="checkbox"/>
000000325388	0142723	Nikon LV150A Microscope	EQUIP10YR	1300014978	I	181	1266		N	LV150	650091	04-NOV-2009	5,800.00	<input type="checkbox"/>
000000324996	0142724	Atomic Layer Deposition system	EQUIP10YR	1300015056	I	181	1279		N	Fiji 202	202005	17-MAY-2010	321,565.00	<input type="checkbox"/>
000000325389	0142727	Nikon L200 Eclipse Microscope	EQUIP10YR	1300014978	I	181	1279		N	L200	810348	04-NOV-2009	5,800.00	<input type="checkbox"/>
000000326968	0143099	Denton Vacuum Discovery	EQUIP10YR	1300015224	I	181	1279		N	Discovery 18	19932	30-AUG-2010	10,280.75	<input type="checkbox"/>
000000326017	0143100	900 TCA; FSM BGA	EQUIP10YR	1300014881	I	181	1279		N	900TC/300MM	011105-423	25-AUG-2009	39,950.00	<input type="checkbox"/>
000000326018	0143101	VERCO D3100 Digital Instru APM	EQUIP10YR	1300014881	I	181	1279		N	D3100	897	25-AUG-2009	39,950.00	<input type="checkbox"/>
000000326283	0143104	Zetasizer	EQUIP10YR	1300015259	I	181	1267		N	ZEN3600	MAL1047696	29-OCT-2010	58,980.40	<input type="checkbox"/>
000000325387	0143105	Olympus MX40 microscope	EQUIP10YR	1300014978	I	181	1269		N	MX40P	8D11279	04-NOV-2009	5,800.00	<input type="checkbox"/>
000000325337	0143109	BowOptic 208 International	EQUIP10YR	1300015136	I	181	1279		N	BowOptic 208	PENDING	24-MAY-2010	18,500.00	<input type="checkbox"/>
000000322407	0145828	Visible Spectrometer	SMVALOYR	1300014750	I	181	1268	TAG NOT VISIBLE	N	Ultraspec 4300 pro	86026	13-APR-2009	3,776.00	<input type="checkbox"/>
000000322406	0145829	Filtered CO2 Incubator	SMVALOYR	1300014750	I	181	1261	TAG NOT VISIBLE	N	3110	55700-16901	13-APR-2009	3,484.54	<input type="checkbox"/>
000000321212	0135961	#0727-08 Ford Ranger 4 X 2 XL	VEHC10YR	1300014458	I	800	0095		N	Ranger	1FTYR10D28PB01335	09-SEP-2008	10,380.00	<input type="checkbox"/>
The Inventory Equipment for 130 - Nanotechnology Research Ctr:								323	27,379,163.90					
The Pre Inventory Equipment for 130 - Nanotechnology Research Ctr:								0						
Total Inventory Equipment for 130 - Nanotechnology Research Ctr:								323	27,379,163.90					

Optional way to run Annual Inventory report:

## Excel Format Of Annual Inventory Report Instructions

- 1) Login to **TechWorks**
- 2) Go to My Financials Menu
- 3) Choose **"Query Financials"**
- 4) Choose **"Query Viewer"**
- 5) In the Search By box type query name **"GTAM\_ANNUAL\_INV\_RPT"** (see **Diagram** – item A)
- 6) Click **search** button
- 7) Click Blue hyperlink **"Run to Excel"**. (see **Diagram** – item B) *Popup window will appear.* **Note:** If you wish to save this query for future use without typing the name in each time, click on blue hyperlink "Add to Favorites" and this report will appear every time you enter Query Viewer. (see **Diagram** – item C)
- 8) In the Department field, type in your dept number.
- 9) Click on **"View Results"**. (*Download popup window will appear.*)
- 10) Choose **"Open"**. (*Excel will open.*)
- 11) Customize report as desired.

File Edit View Insert Format Tools Data Go To Favorites Help					
Back Forward Stop Search Favorites History Print View Full Screen					
Address https://servo.oit.gatech.edu/cftest/Asset_mgmt/output/DB30_16-JUL-2002-13:02.xls Go Links					
R1C1 Tag Number					
1	2	3	4	5	6
Tag Number	Description	Campus Ref.	Custodian	Location ID	Location Name
0024672	TABLE,CONFERENCE,WOOD		JOEL HERCIK	029A	LYMAN HALL
0057209	PRINTER,LASERJET 4MP	769400048	GWEN BRIDGES (CP)	029A	LYMAN HALL
0072279	DESK,EXECUTIVE	769700020	GWEN BRIDGES (CP)	029A	LYMAN HALL
0075162	COMPUTER,THINKPAD	769700033	Hercik,Joel E	029A	LYMAN HALL
0084958	COMPUTER,PERSONAL,300GL	769800021	GWENDOLYN BRIDGES	029A	LYMAN HALL
0084959	COMPUTER,PERSONAL,300GL	769800021	Hercik,Joel E	029A	LYMAN HALL
0086607	PRINTER,FAX		JOEL HURCIK	029A	LYMAN HALL
0092644	COMPUTER,DESKTOP,300GL	769800022	HERCIK	029A	LYMAN HALL
10					

**Note:** This report only shows the items that are inventoried or need to be tagged by the department. Using the Excel spreadsheet, the department representative will conduct a room-by-room equipment verification. All equipment should have a standard white decal approximately 2 inches long and 3/4 inch high with a gold GT logo, barcode, and number printed on it.

For most departments, the best way to begin the inventory count procedure will be as follows:

1. Distribute the report in room order to the individual responsible for that room. All sheets should be returned, either indicating changes or indicating that they are correct to the individual coordinating the process.
2. If one individual is to inventory more than one room, it is suggested that the inventory be conducted one room at a time. Record all inventory items in each room before moving to the next.

If you are in doubt as to whether an item is classified as equipment, use the attached “[Guidelines for Classification of Items as Equipment](#).” Verify the data, which is shown, giving particular attention to building, room, and serial numbers. **Please update tags that are illegible.** (See *Annual Inventory Troubleshooting Checklist on how to replace illegible tags*).

### **Physical Inventory Procedures**

- A. If an item has a decal and is listed on the data printout, place a check mark next to the inventory number in the Check Mark column and verify the listed data. If any data is wrong, line out the incorrect data and list the correct information beside the item or under it.
- B. If an item has a decal and is not listed on the report, please make a note of this item to verify proper ownership. Verification of ownership can be conducted on-line by entering the decal number into the asset management web system (Basic) and performing a search. Go to the GTAM Detail 2 to see the department and coordinator’s name.
- C. If an items does not have a decal but has been identified as an inventoried item, please make a note of the available data such as serial number and model number to research for the possibility of adding to the inventory.
- D. If an item is listed on the data printout but is not found or has been properly disposed, indicate the disposal method (i.e. Surplus, Stolen, Trade-in, Missing, Transferred, and Destroyed). Please make sure proper documentation is recorded in the record in accordance with the Asset Management

**On-line Correction Procedures** - Refer to the “Asset Management Manual” to make any necessary changes or corrections in the Asset Management Web page.

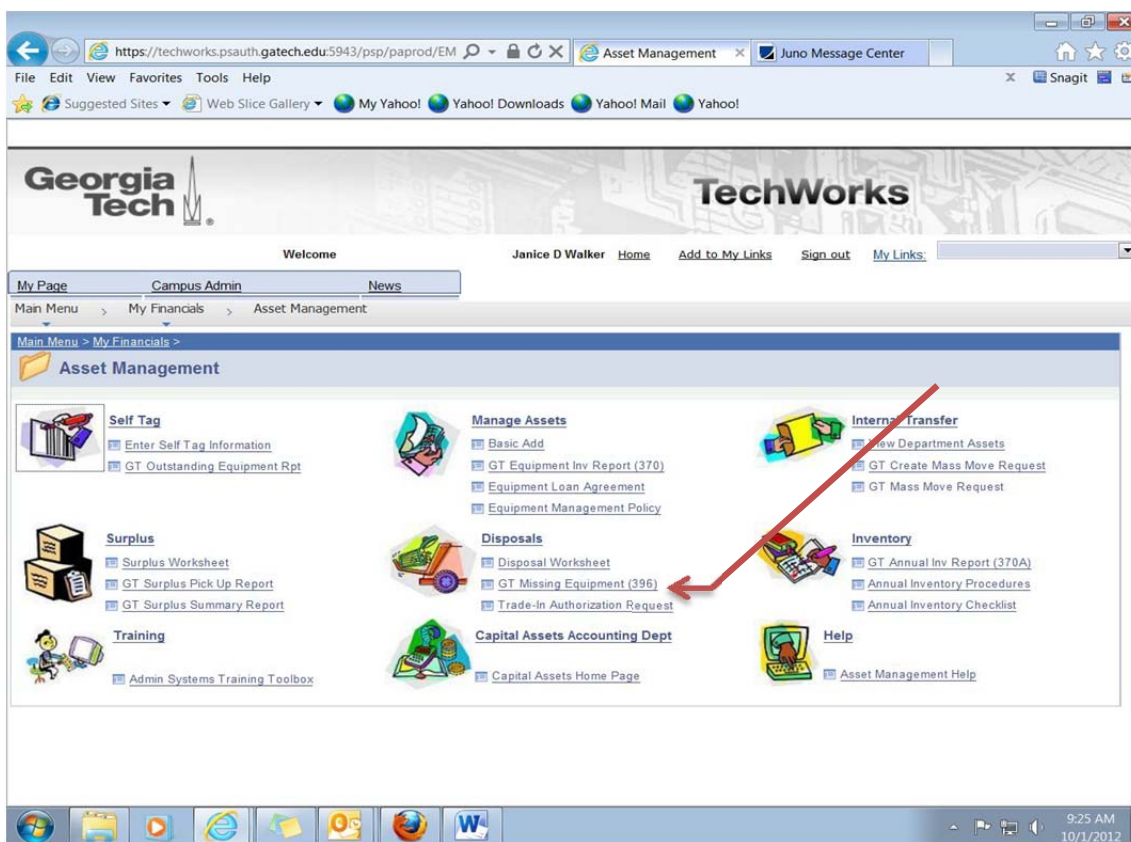
**It is important that all items which qualify as equipment be recorded regardless of whether they have a decal or not and whether they appear on the listing or not. The listings are based on historical property record.**

Generally, the value of equipment carried on the property records is the original cost. For those items which will be added to the inventory report be sure to provide cost information, if known. If it is not known, it is suggested that you refer to the original cost of similar items of similar age on your listing, or your purchase documents. Lacking such references, use your best estimate. Do not take into account the condition of the equipment when determining value, but, rather, estimate its original cost at the time it was acquired. For items acquired by gift to the institution or from surplus or other state agencies, an appraised fair market value should be established at the time of the gift or transfer. Equipment manufactured by the institution should be reported on a Fabricated Equipment form.

Some equipment is off campus at different locations and is being used properly for state business. A properly filled out Equipment Loan Agreement must be on file for these items. If an item is considered a “No Tag” asset, make sure that you have a printed copy of the record in your file along with the tag number attached to the paperwork. If your predecessor failed to maintain the tag number, then you will have to do a replacement tag (See Inventory Checklist on how to replace lost tags) in order to have a tag to attach to the paperwork. Do not leave any row blank without any comment or check mark.

Upon the completion of the physical inventory, the department will complete and submit the Annual Inventory Sign-off form to Property Control (attached to the back of document). Departments are also required to submit a copy of their inventory report. This report must show the manual markups indicated by the coordinator. Lastly, submit a copy of the Missing Equipment Report (396) to report any item(s)

indicated missing during your inventory. The Missing Report is found under the disposal section on the main menu. This report will validate that the assets were flagged missing in the system.



## Steps to run Missing Report

- Click GT Missing Equipment Report
- Click Search and choose your Run Control ID
- Enter the department number
- Choose report format: Detail
- Click Run
- Server Name: PSUNX Click OK
- Process Instance number given
- Click Report Manager
- Click Refresh button until status says Posted
- Click on the name of the report to view and print

The FY15 Annual Equipment Inventory period will begin on Wednesday, October 1, 2014. This year we will have staggered deadline dates based on the total number of assets you are responsible for in the Asset Management System. (See page 12 for your inventory count.)

Total Number Assets	Due Date
1-99	1/31/2015
100-399	2/16/2015
400-750	3/2/2015
750 +	3/16/2015

If you have not completed your inventory as of your assigned date, an e-mail should be sent to Property Control at [am.ask@business.gatech.edu](mailto:am.ask@business.gatech.edu) explaining your circumstances and giving an estimated date of completion. You should continue to work on your inventory until completion and then report to Property Control when completed.

After March 31<sup>st</sup>, Property Control will conduct a random sample audit to verify the accuracy and completeness of the Annual Inventory process. The sample will take place during the month of April on selected department. On May 1<sup>st</sup>, Property Control will provide a report to the Business Service's office as to the sample finding and all other information related to the inventory. The report will also be forwarded to the Vice President Campus Services.

**Forms –** (Forms are also located on the main menu of Asset Management.)

[http://www.procurement.gatech.edu/property\\_control\\_forms.php](http://www.procurement.gatech.edu/property_control_forms.php)

**E-mail:** [am.ask@business.gatech.edu](mailto:am.ask@business.gatech.edu)

**Fax #:** 404-894-4608

## **GUIDELINES FOR CLASSIFICATION OF ITEMS AS EQUIPMENT**

### **General**

For an item to be classified as equipment, it must meet the following requirements:

- A. An individual unit of movable property, not an integral part of a building.
- B. Non-consumable and non-expendable in nature or intended use.
- C. An estimated useful life expectancy of one or more years.
- D. Federally acquired surplus that had an initial acquisition cost \$5,000 or more.  
(These items are restricted for 18 months by the Federal Government.)
- E. A unit acquisition cost of \$3,000 or more (for gifts to the Institute, must have a fair market value per unit of \$3,000 or more) unless it is one of the exceptions noted below, in which case there is no minimum dollar limit.
- F. Firearms
- G. Vehicles
- H. Antiques - if requested by department
- I. Art Objects - if requested by department

GT Assigned Asset Count By Property Coordinators

as of 09/22/2014

(Sorted by last name)

Coordinator's Name	Dept	Department Name	Assets	Sum Amount
Aral,Sam	511	Dean - Ivan Allen College	16	\$ 127,838.64
Aral,Sam	515	International Affairs	3	\$ 11,599.95
<b>Aral,Sam Total</b>			19	\$ 139,438.59
Arceneaux,Melissa Koran	830	Procurement Services	7	\$ 33,835.00
Arceneaux,Melissa Koran	833	Logistics	7	\$ 139,866.35
Arceneaux,Melissa Koran	830A	Surplus Warehouse	505	\$ 4,456,646.16
<b>Arceneaux,Melissa Koran Total</b>			519	\$ 4,630,347.51
Ashe,Adam Jason	038	ICL-IEAD	1	\$ 6,656.00
Ashe,Adam Jason	039	ICD-STSD	3	\$ 30,751.26
Ashe,Adam Jason	040	ICL-RS	43	\$ 645,924.09
Ashe,Adam Jason	051	ICL DO	61	\$ 700,043.12
Ashe,Adam Jason	061	ICL/Comm & Networking Div	90	\$ 1,898,842.87
Ashe,Adam Jason	062	ICL/Information Tech Decision	10	\$ 49,891.37
<b>Ashe,Adam Jason Total</b>			208	\$ 3,332,108.71
Bailey,Grantley M	340	Literature, Media, and Culture	32	\$ 160,194.73
<b>Bailey,Grantley M Total</b>			32	\$ 160,194.73
Bain,Matthew H.	660	Alumni Association	3	\$ 34,566.61
<b>Bain,Matthew H. Total</b>			3	\$ 34,566.61
Barrett,Ellen Ann	081	GTRI-Enterprise Systems	84	\$ 771,906.07
Barrett,Ellen Ann	093	GTRI Information Systems	577	\$ 6,508,786.00
<b>Barrett,Ellen Ann Total</b>			661	\$ 7,280,692.07
Barrone,Randy L	971	Security & Police Department	358	\$ 2,641,143.95
<b>Barrone,Randy L Total</b>			358	\$ 2,641,143.95
Beckman,Kyle Owen	685	Enrollment Services	15	\$ 169,895.34
<b>Beckman,Kyle Owen Total</b>			15	\$ 169,895.34
Beebe,Erick B	285	Economic Development Program	12	\$ 268,225.48
Beebe,Erick B	286	Global Ctr for Med Innov(GCMI)	5	\$ 271,071.14
Beebe,Erick B	290	Economic Development Institute	36	\$ 371,196.08
Beebe,Erick B	300	Advanced Technology Dev Center	17	\$ 121,701.58
<b>Beebe,Erick B Total</b>			70	\$ 1,032,194.28
Bennett,Brian G	210	Electrical & Computer Eng	2458	\$ 46,933,453.44
Bennett,Brian G	212	Packaging Research Ctr (PRC)	29	\$ 807,792.41
<b>Bennett,Brian G Total</b>			2487	\$ 47,741,245.85
Bernard,Juwan	087	Support Services Department	125	\$ 1,462,333.37
Bernard,Juwan	099	GTRI - Surplus Warehouse	80	\$ 1,187,981.41
Bernard,Juwan	087A	Mail Distribution	1	\$ 7,817.60

<b>Bernard,Juwan Total</b>			206	\$ 2,658,132.38
Bernard,Kenneth L	520	Center For Adv. Com Policy	6	\$ 38,688.35
<b>Bernard,Kenneth L Total</b>			6	\$ 38,688.35
Blount Jr,Joseph D	585	Office of Assessment	3	\$ 12,671.10
Blount Jr,Joseph D	600	Provost & VP Academic Affairs	2	\$ 17,320.98
Blount Jr,Joseph D	710	SVP Administration & Finance	1	\$ 5,446.73
<b>Blount Jr,Joseph D Total</b>			6	\$ 35,438.81
Bowden,Jeremy R	229	DLPE-Information Technology	121	\$ 1,590,579.66
<b>Bowden,Jeremy R Total</b>			121	\$ 1,590,579.66
Brown,Satama L	901	Facilities - Administration	533	\$ 6,370,718.12
Brown,Satama L	903	Facilities-Bldg & Equip Maint	1	\$ 16,411.00
<b>Brown,Satama L Total</b>			534	\$ 6,387,129.12
Brunson,Mary Maddox	640	Student Affairs, VP	3	\$ 26,104.55
<b>Brunson,Mary Maddox Total</b>			3	\$ 26,104.55
Bryant,Roosevelt Delaine	180	Materials Science & Eng	1074	\$ 32,589,779.84
<b>Bryant,Roosevelt Delaine Total</b>			1074	\$ 32,589,779.84
Buckner,Lydia E	560	Office of Graduate Studies	5	\$ 18,487.88
<b>Buckner,Lydia E Total</b>			5	\$ 18,487.88
Cannella,Frank D	320	Biology	808	\$ 19,993,968.78
<b>Cannella,Frank D Total</b>			808	\$ 19,993,968.78
Chandler,Marcia E	119	Interactive Media Tech Center	55	\$ 343,324.25
Chandler,Marcia E	122	Biomed Interactive Tech Ctr	7	\$ 45,899.58
Chandler,Marcia E	135	Tennenbaum Institute	5	\$ 211,048.45
Chandler,Marcia E	140	Inst for People and Technology	16	\$ 164,138.22
<b>Chandler,Marcia E Total</b>			83	\$ 764,410.50
Clabby,Julie M	705	Institutional Rsch & Planning	13	\$ 90,897.89
<b>Clabby,Julie M Total</b>			13	\$ 90,897.89
Claiborne,Kedrich L	820	AVP for Human Resources	14	\$ 109,211.52
<b>Claiborne,Kedrich L Total</b>			14	\$ 109,211.52
Clark,William R	023	Warner Robins Rsch Operations	1	\$ 3,745.00
<b>Clark,William R Total</b>			1	\$ 3,745.00
Clarkson,Claudia D	190	Chemical and Biomolecular Engr	836	\$ 17,682,359.98
Clarkson,Claudia D	191	MRSEC:GT Lab for New Elec Mat	3	\$ 12,953.15
<b>Clarkson,Claudia D Total</b>			839	\$ 17,695,313.13
Cole,Mayumi Marlene	450	Military Science	3	\$ 12,855.00
<b>Cole,Mayumi Marlene Total</b>			3	\$ 12,855.00
Contis,Didier M	150	Dean - College of Engineering	18	\$ 155,416.57
Contis,Didier M	150B	Engineering Computing Services	1	\$ 6,347.81
<b>Contis,Didier M Total</b>			19	\$ 161,764.38

Croy,Bryan A.	284	Alternative Media Access Ctr	21	\$ 89,149.23
Croy,Bryan A.	482	Geographic Info System	15	\$ 97,770.40
Croy,Bryan A.	483	CATEA-Assist Tech & Env Access	23	\$ 261,205.73
Croy,Bryan A.	487	Center for Quality Growth & Re	1	\$ 6,299.96
Croy,Bryan A.	488	Digital Building Lab	45	\$ 685,624.29
Croy,Bryan A.	490	College of Architecture	87	\$ 1,313,177.55
Croy,Bryan A.	491	School of Industrial Design	13	\$ 100,391.94
Croy,Bryan A.	492	School of Architecture	8	\$ 31,286.39
Croy,Bryan A.	494	Sch of City and Regional Plan	5	\$ 27,896.87
Croy,Bryan A.	495	School of Bulding Construction	11	\$ 113,120.09
<b>Croy,Bryan A. Total</b>			229	\$ 2,725,922.45
Culberson,Latonya M	551	VP SA-Student Affairs	21	\$ 358,956.29
Culberson,Latonya M	552	Student Publications	7	\$ 39,661.00
Culberson,Latonya M	551A	Wrek Radio	4	\$ 24,806.54
<b>Culberson,Latonya M Total</b>			32	\$ 423,423.83
Davis,Gerald J	620	GT Telecom Services	57	\$ 10,654,332.31
Davis,Gerald J	650	OIT-Resource Management	65	\$ 1,119,482.74
Davis,Gerald J	651	OIT - Arch and Infrastructure	593	\$ 9,319,255.03
Davis,Gerald J	652	OIT - Information Tech Service	883	\$ 4,376,976.80
Davis,Gerald J	653	OIT-Enterprise Information Sys	21	\$ 211,552.83
Davis,Gerald J	654	OIT - Office of Executive Dir	3	\$ 9,624.28
Davis,Gerald J	658	OIT - Information Security	83	\$ 1,249,314.83
Davis,Gerald J	659	OIT-ART (Acad. & Res. Tech)	1626	\$ 30,047,997.18
<b>Davis,Gerald J Total</b>			3331	\$ 46,334,203.69
Davis,Linda J	766	Office of the Controller	2	\$ 9,999.00
<b>Davis,Linda J Total</b>			2	\$ 9,999.00
Denney,Dennis M	089	Machine Services	53	\$ 1,409,386.91
<b>Denney,Dennis M Total</b>			53	\$ 1,409,386.91
Dozier-King,Debra J	755	AVP for Budget and Planning	8	\$ 84,371.40
<b>Dozier-King,Debra J Total</b>			8	\$ 84,371.40
Duncan,Christian F	740	Institute Com & Pub Aff (ICPA)	48	\$ 321,921.07
<b>Duncan,Christian F Total</b>			48	\$ 321,921.07
Echols,James A	121	Institute-Bioeng/Biosci Seed	1	\$ 10,707.54
Echols,James A	124	Institute-Bioeng/Bioscience	213	\$ 7,770,188.96
Echols,James A	134	Physiological Research Lab	30	\$ 1,061,695.91
Echols,James A	273	GT/Emory Ctr Eng Living Tissue	147	\$ 3,632,053.01
<b>Echols,James A Total</b>			391	\$ 12,474,645.42
Edwards,Erica S	400	School of Applied Physiology	149	\$ 2,512,481.20
<b>Edwards,Erica S Total</b>			149	\$ 2,512,481.20

Embry,Russell Camp	047	GTRI-Adv Concepts (GTRI-ACL)	388	\$ 9,338,592.71
Embry,Russell Camp	052	GTRI-CTISL	395	\$ 5,456,131.17
<b>Embry,Russell Camp Total</b>			783	\$ 14,794,723.88
Everson,Karen M	053	Sensors & Electromag Appl Lab	125	\$ 2,210,384.12
Everson,Karen M	059	Sensor Protection Technologies	58	\$ 1,112,740.35
Everson,Karen M	063	SEAL/Electromag & Antenna Appl	141	\$ 2,821,718.81
Everson,Karen M	064	Electromagnetic Test Facility	22	\$ 1,260,489.38
Everson,Karen M	065	SEAL/Radar Systems Division	43	\$ 1,327,935.79
Everson,Karen M	067	SEAL/SSED (Sensor Systems Engi	204	\$ 5,567,048.11
Everson,Karen M	076	Air & Missile Defense Office	35	\$ 224,683.82
Everson,Karen M	077	Instrumentation & Calibration	89	\$ 1,818,575.10
<b>Everson,Karen M Total</b>			717	\$ 16,343,575.48
Farrar,Cordai A	210B	ECE_TELECOM	37	\$ 728,119.01
<b>Farrar,Cordai A Total</b>			37	\$ 728,119.01
Favors,Candise S	380	Modern Languages	13	\$ 78,494.87
<b>Favors,Candise S Total</b>			13	\$ 78,494.87
Favors,Donna M	015	GTRI-Deputy Director	11	\$ 1,792,850.04
Favors,Donna	017	Research Operations	3	\$ 11,216.82
<b>Favors,Donna M Total</b>			14	\$ 1,792,850.04
Forts,Teresa James	641	Dean of Students	3	\$ 10,653.44
<b>Forts,Teresa James Total</b>			3	\$ 10,653.44
Friedman,Kathryn Muir	310	Dean - College of Sciences	17	\$ 328,829.95
<b>Friedman,Kathryn Muir Total</b>			17	\$ 328,829.95
Garner,Darrell K	410	Physics	679	\$ 15,104,231.68
<b>Garner,Darrell K Total</b>			679	\$ 15,104,231.68
Geter,Harold D	536	Housing	206	\$ 1,559,331.98
<b>Geter,Harold D Total</b>			206	\$ 1,559,331.98
Gillett,Dedra L	556	Center for the Arts	10	\$ 114,147.99
Gillett,Dedra L	556A	Center For The Arts - Technica	9	\$ 257,863.88
<b>Gillett,Dedra L Total</b>			19	\$ 372,011.87
Vacant	755A	Financial Data Technology	7	\$ 40,104.95
<b>Vacant</b>			7	\$ 40,104.95
Gordon,Tonya D	360	Dean - College of Computing	626	\$ 14,670,973.47
Gordon,Tonya D	361	Graphics,Visualiz,& Usabil Lab	70	\$ 421,416.86
Gordon,Tonya D	362	GT Info Security Ctr (GTISC)	4	\$ 75,111.51
Gordon,Tonya D	363	Ctr Exp Rsch Comp Sys (CERCS)	11	\$ 53,958.98
Gordon,Tonya D	364	Interface Comp Division (ICD)	112	\$ 2,872,467.92

Gordon, Tonya D	365	Core Computing Division (CCD)	115	\$ 1,333,640.10
Gordon, Tonya D	366	Robotics & Intelligent Machine	3	\$ 22,792.00
Gordon, Tonya D	367	Computational Science & Eng.	19	\$ 432,306.91
<b>Gordon, Tonya D Total</b>			960	\$ 19,882,667.75
Gourdine, Alfreda Renee	086	Research Security Department	42	\$ 380,944.79
<b>Gourdine, Alfreda Renee Total</b>			42	\$ 380,944.79
Gray, Darrell L	870	Vice President for Development	22	\$ 132,421.58
<b>Gray, Darrell L Total</b>			22	\$ 132,421.58
Greene, Gerald F	129	Manufacturing Institute	148	\$ 5,409,809.80
<b>Greene, Gerald F Total</b>			148	\$ 5,409,809.80
Grice, Thomas Lee	510	Dean & Director of Libraries	110	\$ 1,075,565.28
<b>Grice, Thomas Lee Total</b>			110	\$ 1,075,565.28
Hart, Jonathan A	550	CRC-Operations SAF	114	\$ 742,765.63
Hart, Jonathan A	554	Campus Recreation	2	\$ 9,894.56
Hart, Jonathan A	643	Georgia Tech Aquatic Center	8	\$ 65,340.83
Hart, Jonathan A	645	Outdoor Recreation Ga Tech	13	\$ 43,312.50
Hart, Jonathan A	646	CRC-Options	7	\$ 6,055.39
Hart, Jonathan A	648	Sports Clubs	59	\$ 711,768.40
<b>Hart, Jonathan A Total</b>			203	\$ 1,579,137.31
Hawkins, Anna L	972	Environmental Health & Safety	22	\$ 195,504.95
<b>Hawkins, Anna L Total</b>			22	\$ 195,504.95
Head, Steve G	750	Budget Office	5	\$ 46,482.17
<b>Head, Steve G Total</b>			5	\$ 46,482.17
Hilicus, Bruce Thomas	570	Off of Minority Ed Devl (OMED)	6	\$ 27,232.03
<b>Hilicus, Bruce Thomas Total</b>			6	\$ 27,232.03
Hosley, Jennifer Leigh	911	Capital Planning & Space Mgmt	3	\$ 24,377.84
<b>Hosley, Jennifer Leigh Total</b>			3	\$ 24,377.84
Howard, Michael P	873	GTF Operations	2	\$ 11,193.00
<b>Howard, Michael P Total</b>			2	\$ 11,193.00
Ibisevic, Aida	016	Program Dev & Field Office	5	\$ 73,566.76
<b>Ibisevic, Aida Total</b>			5	\$ 73,566.76
Jacobson, Scott E	680	Registrar's Office	9	\$ 54,512.75
<b>Jacobson, Scott E Total</b>			9	\$ 54,512.75
Johnson, Lucy D	042	Agricultural Tech Rsch Program	94	\$ 1,342,348.22
Johnson, Lucy D	056	FOODPAC Program	1	\$ 80,000.00
Johnson, Lucy D	070	Food Processing Technology	1	\$ 6,118.63
<b>Johnson, Lucy D Total</b>			96	\$ 1,428,466.85
Key, Sandra A	390	Ceismc	7	\$ 30,961.74
<b>Key, Sandra A Total</b>			7	\$ 30,961.74
Kim, Daniel C	690	Georgia Electronic Design Cntr	139	\$ 4,950,035.47

<b>Kim,Daniel C Total</b>			139	\$ 4,950,035.47
Kimmel,Kimberly	020	Dayton Research Operations	3	\$ 10,164.00
<b>Kimmel,Kimberly Total</b>			3	\$ 10,164.00
Klyshevich,Natallia	116	Georgia Research Alliance Fund	134	\$ 1,618,921.14
<b>Klyshevich,Natallia Total</b>			134	\$ 1,618,921.14
Korotkin,Eric Stuart	350	Earth & Atmospheric Sciences	415	\$ 7,111,940.41
<b>Korotkin,Eric Stuart Total</b>			415	\$ 7,111,940.41
Kuhlken,Kristina Rose	043	GTRI Adv Systems (GTRI-ASL)	88	\$ 1,180,214.53
<b>Kuhlken,Kristina Rose Total</b>			88	\$ 1,180,214.53
Lindsay,Martha E	126	ISTD-Inst Sustainable Tech Dev	2	\$ 6,192.55
Lindsay,Martha E	136	Inst of Sustainable Systems	7	\$ 54,290.74
<b>Lindsay,Martha E Total</b>			9	\$ 60,483.29
Lorensen,Donna Maria	525	ACADEMY OF MEDICINE	3	\$ 54,958.95
Lorensen,Donna Maria	537	Student Center	34	\$ 299,579.73
Lorensen,Donna Maria	539	Dining Services	139	\$ 1,600,269.38
Lorensen,Donna Maria	546	Student Center Recreation	11	\$ 247,263.00
Lorensen,Donna Maria	555	Post Office	10	\$ 239,209.00
<b>Lorensen,Donna Maria Total</b>			197	\$ 2,441,280.06
Lum-Young,Kristin O	051A	ICL/Quantico	5	\$ 32,484.26
<b>Lum-Young,Kristin O Total</b>			5	\$ 32,484.26
Lyken,Francine Nadine	271	Institute for Health Sys. Eng	18	\$ 162,424.95
<b>Lyken,Francine Nadine Total</b>			18	\$ 162,424.95
Madison,Emmaricia	544	Campus Transportation	38	\$ 503,921.21
Madison,Emmaricia	545	Parking Lots	91	\$ 1,303,420.55
<b>Madison,Emmaricia Total</b>			129	\$ 1,807,341.76
Maxwell,Ryan L	221	DLPE-CTR for Distance Learning	392	\$ 3,095,482.50
<b>Maxwell,Ryan L Total</b>			392	\$ 3,095,482.50
McDuffie-Alexander,Dorothy M	250	Mechanical Engineering	1486	\$ 41,766,086.14
<b>McDuffie-Alexander,Dorothy M Total</b>			1486	\$ 41,766,086.14
Melvin,Antonette S	014	GTRI- Communications Office	19	\$ 131,911.56
<b>Melvin,Antonette S Total</b>			19	\$ 131,911.56
Minyard,James B	512	Economics	1	\$ 3,271.00
Minyard,James B	513	Public Policy	11	\$ 55,797.35
<b>Minyard,James B Total</b>			12	\$ 59,068.35
Moore,Ylonda F	765	Grants & Contracts Accounting	4	\$ 14,373.43
<b>Moore,Ylonda F Total</b>			4	\$ 14,373.43
Myers,Virginia L.	048	GTRI-Electro-Optics(GTRI-EOSL)	614	\$ 10,403,488.37
<b>Myers,Virginia L. Total</b>			614	\$ 10,403,488.37

Nunn,Jerry W	114	Institute of Paper Sci & Tech	198	\$ 3,879,153.35
<b>Nunn,Jerry W Total</b>			198	\$ 3,879,153.35
Patel,Chiragi K	580	Professional Practice, Div of	5	\$ 25,974.25
<b>Patel,Chiragi K Total</b>			5	\$ 25,974.25
Phillips,Janice Gibson	780	Dept of Internal Auditing	4	\$ 19,300.61
<b>Phillips,Janice Gibson Total</b>			4	\$ 19,300.61
Plaskett,Raquel Marie	210A	ECE_CSIP	74	\$ 757,141.32
<b>Plaskett,Raquel Marie Total</b>			74	\$ 757,141.32
Potter,Michael S	272	Georgia Tech Savannah	235	\$ 2,751,521.99
<b>Potter,Michael S Total</b>			235	\$ 2,751,521.99
Rabe,Shawn R	541	AVP Auxiliary Services	2	\$ 3,478.00
<b>Rabe,Shawn R Total</b>			2	\$ 3,478.00
Reese,William M	240	Industrial & Systems Eng	158	\$ 1,516,513.19
<b>Reese,William M Total</b>			158	\$ 1,516,513.19
Riley,Michael Larnard	330	Chemistry & Biochemistry	1111	\$ 27,343,936.82
<b>Riley,Michael Larnard Total</b>			1111	\$ 27,343,936.82
Roberson,Dewayne Derrick	125	GT/Emory Biomedical Eng	752	\$ 16,603,646.56
<b>Roberson,Dewayne Derrick Total</b>			752	\$ 16,603,646.56
Robinson,Brian Keith	610	Office of Sponsored Programs	8	\$ 72,998.12
<b>Robinson,Brian Keith Total</b>			8	\$ 72,998.12
Robinson,Kip B	548	Student Health Services	81	\$ 1,018,786.75
<b>Robinson,Kip B Total</b>			81	\$ 1,018,786.75
Robinson,Lorrin Flakes	010	GTRI	2	\$ 6,687.53
Robinson,Lorrin Flakes	011	DDSO- Deputy Department Suppor	1	\$ 3,350.00
Robinson,Lorrin Flakes	012	Director's Office, GTRI	2	\$ 20,442.03
<b>Robinson,Lorrin Flakes Total</b>			5	\$ 30,479.56
Rogers,Damon LaMarque	543	Buzz Card Center	32	\$ 328,214.39
<b>Rogers,Damon LaMarque Total</b>			32	\$ 328,214.39
Rudolph,Jeannette	216	Neetrac	190	\$ 2,169,008.25
<b>Rudolph,Jeannette Total</b>			190	\$ 2,169,008.25
Sagar,Preeti	604	Assc VP for Learning Excelle	4	\$ 75,204.63
<b>Sagar,Preeti Total</b>			4	\$ 75,204.63
Simms,Roger Lewis	500	Dean - College of Mgmt	41	\$ 249,711.24
<b>Simms,Roger Lewis Total</b>			41	\$ 249,711.24
Simpkins,Renee Denise	128	Center for Adv Brain Imaging	16	\$ 2,697,061.45
<b>Simpkins,Renee Denise Total</b>			16	\$ 2,697,061.45
Simpson,Howard L	160	Aerospace Engineering	520	\$ 23,906,307.85
<b>Simpson,Howard L Total</b>			520	\$ 23,906,307.85
Smith,Arlene	600E	Oars - Office Of Radiological	26	\$ 314,863.25

<b>Smith,Arlene Total</b>			26	\$ 314,863.25
Smith,Joshua Andrew	486	Center for Music Technology	11	\$ 353,452.27
Smith,Joshua Andrew	493	School of Music	32	\$ 231,517.13
<b>Smith,Joshua Andrew Total</b>			43	\$ 584,969.40
South,Richard H	887	Career Services	3	\$ 16,423.00
<b>South,Richard H Total</b>			3	\$ 16,423.00
Stanley Jones,Kimberly Denise	370	Mathematics	58	\$ 441,442.20
<b>Stanley Jones,Kimberly Denise Total</b>			58	\$ 441,442.20
Talley,Alan Ryan	055	Electronic Systems Laboratory	169	\$ 1,895,145.19
Talley,Alan Ryan	071	Occup, Safety and Health Div.	18	\$ 164,707.11
Talley,Alan Ryan	074	ELSYS/Systems Evaluation Div	67	\$ 2,873,771.96
Talley,Alan Ryan	075	ELSYS/Systems Engineering Div	130	\$ 2,627,151.30
Talley,Alan Ryan	079	ELSYS/Air Natl Guard Prog Off	19	\$ 183,860.91
<b>Talley,Alan Ryan Total</b>			403	\$ 7,744,636.47
Tant,Allyson C	603	Academic Affairs	2	\$ 15,395.86
<b>Tant,Allyson C Total</b>			2	\$ 15,395.86
Thomas,Valarie J	800	President's Office	13	\$ 131,112.14
<b>Thomas,Valarie J Total</b>			13	\$ 131,112.14
Tidwell,Alan T	220	DLPE-PE Programs	40	\$ 250,995.16
<b>Tidwell,Alan T Total</b>			40	\$ 250,995.16
Turgeon,Paul Alan	138	Inst for Elect & Nanotechgy	324	\$ 27,531,372.68
<b>Turgeon,Paul Alan Total</b>			324	\$ 27,531,372.68
Udell,Andrew	200	Civil & Environmental Eng	637	\$ 11,507,214.77
<b>Udell,Andrew Total</b>			637	\$ 11,507,214.77
Vacant	092	GTRI Talent Management	1	\$ 3,100.00
<b>Vacant Total</b>			1	\$ 3,100.00
Victor,Vivian Grace	420	Psychology	60	\$ 684,588.08
<b>Victor,Vivian Grace Total</b>			60	\$ 684,588.08
Vineyard,Albert M	050	Aerospace,Transport & Adv Sys	394	\$ 9,401,880.47
<b>Vineyard,Albert M Total</b>			394	\$ 9,401,880.47
White,John M.	534	Auxiliary Services Tech Suppt	45	\$ 675,057.75
White,John M.	540	Bookstore	2	\$ 34,101.00
<b>White,John M. Total</b>			47	\$ 709,158.75
Zima,Joseph D	440	Air Force ROTC	2	\$ 11,596.61
Zima,Joseph D	460	Naval Science	2	\$ 8,359.81
Zima,Joseph D	514	History, Technology & Society	2	\$ 18,813.89
<b>Zima,Joseph D Total</b>			6	\$ 38,770.31

# Annual Inventory Sign-off Form

**Fiscal Year:** \_\_\_\_\_

**Department #:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest to the following:

1. An annual inventory has been accurately completed for the department(s) listed above.
2. A set of manual mark-ups (or electronic equivalent) will be submitted with this form to Property Control.
3. All location changes have been inputted into PeopleSoft (or deferred to Property Control – see below).
4. The following number of assets was determined to be Missing and their status has been changed to “Missing” in PeopleSoft.
  - a. # of Missing assets: \_\_\_\_\_ Total Acquisition Value: \$ \_\_\_\_\_

## Department Head Sign-off

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Property Coordinator Sign-off

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date