2017 Biennial Capital Physical Inventory Kick-Off Meeting
Purpose of Inventory - External

• State of Arizona Requirements
  • “Each agency must annually perform a physical inventory of its capital assets and stewardship resources to ensure that adequate care is being exercised in the control and accountability of State resources and assets” (State of Arizona Accounting Manual, Topic 25, Section 40, Page 1)
  • Authority:
    • A.R.S. § 35-131

• Federal Requirements
  • Periodic physical inventory of all Government Property
  • Title 2 Code of Federal Regulations (CFR) Part 200 (“Uniform Guidance”)
  • Title 48 Code of Federal Regulations (CFR) Part 45
Purpose of Inventory - Internal

• Maintain Accurate Financial Records
  • University Capital Movable Assets ($485,294,000)
  • Depreciation ($367,966,000)

• Maintain Accurate Asset Count
  • Inventory System (current inventoriable assets 15,436)

• Compliance with University Policies
  • Property Management Manual (PMM)
2017 Inventory Timeline

• January 24th - April 17th
  • Departments conduct Capital Physical Inventory

• April 17th
  • Inventory Certification Statement (ICS), Inventory Reports along with the required backup must be submitted to Property Management

• January - July
  • Property Management inputs submitted changes into UAccess Financials

• June – July
  • Property Management conducts limited on-site verification of equipment and accuracy of recorded UAccess Financials information
What is Considered Capital Equipment?

• Equipment must meet all of the following criteria to be considered capital equipment:
  • Acquisition cost of $5,000 or more,
  • Useful Life greater than one year,
  • Free Standing,
  • Movable or Portable,
  • Complete in Itself, and
  • Will not lose Identity when affixed to or installed in another asset

NOTE: Sponsor Titled non-capital equipment (acquisition cost between $1000-$4999) will be inventoried as well.
Inventoriable Assets

- University Titled capital assets
  - A-tags
  - D-tags
- Federal / Sponsor Titled assets
  - S-tags
  - N-tags
Inventory Resource Folder

- **Left Side:**
  - Inventory Distribution Memo
  - Contact Sheet
  - Inventory Process Procedures
  - Sponsored Projects FAQs
  - Request for Authorization to Dispose of Property (RADP) form
  - Off Campus form

- **Right Side:**
  - Inventory Certification Statement (ICS)
  - Inventory Report(s)
  - Return Envelope
UAccess Analytics Inventory Reports: How to Open Reports

- Log into UAccess Analytics using NetID & password

1. Click Dashboards
2. Select Central – Capital Assets
Select Physical Inventory Report (Static) tab

This should auto populate for your department but if you are responsible for multiple departments, select them using this dropdown menu; then click apply

Click to open printing options

---

### 2017 Capital Equipment Inventory sorted by Dept and Inventory Unit as of 01/17/17.

<table>
<thead>
<tr>
<th>Department/Building/Room</th>
<th>Asset Description</th>
<th>PO: EDoc: Serial No</th>
<th>Status: Agency</th>
<th>My Name/Model No</th>
<th>Condition Code</th>
<th>Condition: Status/Room</th>
<th>Found Status: Asset:</th>
<th>PO:</th>
<th>NBR:</th>
<th>Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Office</td>
<td>FOULINDER</td>
<td>135443</td>
<td>A</td>
<td>11235</td>
<td>-</td>
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<td></td>
<td></td>
<td>$5,079.52</td>
</tr>
<tr>
<td>ABC Office</td>
<td>DELL 5015</td>
<td>13518</td>
<td>A</td>
<td>11123</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>$2,997.85</td>
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<tr>
<td>BC Office</td>
<td>FICE F350</td>
<td>135186</td>
<td>A</td>
<td>11123</td>
<td>-</td>
<td>-</td>
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<td></td>
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<td>$6,688.51</td>
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<tr>
<td>BC Office</td>
<td>HP LaserJet</td>
<td>135189</td>
<td>A</td>
<td>11123</td>
<td>-</td>
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<td>-</td>
<td></td>
<td></td>
<td>$6,688.51</td>
</tr>
</tbody>
</table>

**IU-TOTAL:**
- **Cost:** $45,778.37
- **Net Book Value:** $2,997.85
- **Asset Count:** 3

**Dept-TOTAL:**
- **Cost:** $45,778.37
- **Net Book Value:** $2,997.85
- **Asset Count:** 3
UAccess Analytics Inventory Reports: Reprints

- We have included a copy of these reports in your folder
- If you need to reprint them, Property Management will only accept the **Landscape PDF version, sorted by Department / Inventory Unit, Single-Sided**
  - You can use other versions of the report for yourselves but make sure to submit the correct version to Property Management
## Inventory Report

### 2017 Capital Equipment Inventory sorted by Dept and Inventory Unit as of 01/17/17.

| Campus  | Building | Room | Tag # | Asset # | Asset Date | Cost | NBV | PO | Doc # | Status | Agency | Mfg Name | Model No | Serial No | OC Name | OC Address | OC City | OC State | OC Zip | OC Country | Condition Code | Found Status | Shelf/Room |
|---------|----------|------|-------|--------|-----------|------|-----|----|-------|--------|--------|----------|----------|-----------|---------|------------|--------|----------|--------|------------|----------------|-------------|-----------|        |
| MC      | 15A      | 0402H|       | A315667 | 130442   | 01/22/2008 | $29,978.52 | $2,997.85 | P251379 | A | 11235 | VOC OFFICE | F02002 | - | - | - | - | - | - | - | - | - | No | Yes | No |
| MC      | 15A      | 0402H|       | A315667 | 130442   | 01/22/2008 | $29,978.52 | $2,997.85 | P251379 | A | 11235 | VOC OFFICE | F02002 | - | - | - | - | - | - | - | - | - | No | Yes | No |
| MC      | 15A      | 0402H|       | A315667 | 130442   | 01/22/2008 | $29,978.52 | $2,997.85 | P251379 | A | 11235 | VOC OFFICE | F02002 | - | - | - | - | - | - | - | - | - | No | Yes | No |

IU-Total Cost: $45,778.37  
IU-Total Net Book Value: $2,997.85  
IU-Asset Count: 3

Dept-Total Cost: $45,778.37  
Dept-Total Net Book Value: $2,997.85  
Dept-Asset Count: 3
Conducting Inventory

- Start by Verifying Building and Room Number
- Verify assets in each room
- If property tag cannot be found please verify by make, model, and serial number of asset
  - Request a new tag on the report by writing “Needs Tag”
Conducting Inventory

- Verify the correct tag number along with make, model, and serial number of each asset.
- If asset is found but has missing/incorrect information
  - Check “YES” in the Found Status column and
  - Write correction(s) next to corresponding field(s)
- Sponsored Titled assets are **required** to have the manufacturer, model, & serial number filled in
  - Even if it does not have one, write **NONE**
Conducting Inventory

- If Asset is not found check “NO” under the Found Status column
- Requirements for all unlocated assets
  - Exception/Disposition Reasons
    - Surplus, Transferred, Stolen, Cannibalized, Lost, etc.
  - Backup Documentation
    - Transfer #, memorandum, police report, RADP, etc.

Surplused, SP101 # 29586
Asset Custodian Role

- Asset Custodians have the ability to edit a select number of fields for assets in UAccess Financial
  - Use the “Asset Edit” Document to make changes
    - Write eDoc numbers from Financials on the reports next to the corresponding assets to verify the changes have been made
    - Property Management will make necessary corrections if the department has not done so
- Contact Property Management to add someone as an Asset Custodian
How to Edit Assets

- Log in to UAccess Financials
- Go to Main Menu
# How to Edit Assets

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Organization Owner Chart Of Accounts Code</th>
<th>Organization Owner Account Number</th>
<th>Owner</th>
<th>Campus</th>
<th>Building Room Number</th>
<th>Asset Status Code</th>
<th>Vendor Name</th>
<th>Model Number</th>
<th>Create Date From</th>
<th>Organization Representative Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-323424</td>
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<table>
<thead>
<tr>
<th>Asset Description</th>
<th>Organization Text</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>National Stock Number</th>
<th>Government Tag</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Old Tag Number</th>
<th>Total Cost</th>
<th>Payment Purchase Order Number</th>
<th>Inventory Unit Code</th>
<th>Inventory Unit Chart Of Accounts Code</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Asset Number</th>
<th>Tag Number</th>
<th>Organization Owner Organization Code</th>
<th>Building Code</th>
<th>Asset Status Code</th>
<th>Asset Type Code</th>
<th>In-Service Date</th>
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<tr>
<td>edit</td>
<td>A323424</td>
<td>2305</td>
<td>138935</td>
<td>119</td>
<td>A</td>
<td>0664393</td>
<td>09/21/2011</td>
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</tbody>
</table>

[Click Here]
## Asset Edit Document

**Document Overview**
- **Description:**
- **Org. Doc. #:**
- **Explanation:**

**Asset Detail Information**

<table>
<thead>
<tr>
<th>Old</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Number:</strong> 135935</td>
<td><strong>Asset Number:</strong> 135935</td>
</tr>
<tr>
<td><strong>Organization Owner Chart Of Accounts Code:</strong> UA</td>
<td><strong>Organization Owner Chart Of Accounts Code:</strong> UA</td>
</tr>
<tr>
<td><strong>Organization Owner Account Number:</strong> 2125100</td>
<td><strong>Organization Owner Account Number:</strong> 2125100</td>
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<tr>
<td><strong>Organization Owner Organization Code:</strong> 2305</td>
<td><strong>Organization Owner Organization Code:</strong> 2305</td>
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<tr>
<td><strong>Owner:</strong> 11335</td>
<td><strong>Owner:</strong> 11255</td>
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<tr>
<td><strong>Acquisition Type Code:</strong> A - Capital (New)/Non U Titled Transfer Ins</td>
<td><strong>Acquisition Type Code:</strong> A - Capital (New)/Non U Titled Transfer Ins</td>
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<tr>
<td><strong>Asset Status Code:</strong> A</td>
<td><strong>Asset Status Code:</strong> A</td>
</tr>
<tr>
<td><strong>Asset Condition:</strong> Not Applicable</td>
<td><strong>Asset Condition:</strong> Not Applicable</td>
</tr>
<tr>
<td><strong>Asset Description:</strong> PUMP, AIR COOLED</td>
<td><strong>Asset Description:</strong> PUMP, AIR COOLED</td>
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<td><strong>Asset Type Code:</strong> 6664393</td>
<td><strong>Asset Type Code:</strong> 0884393</td>
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<tr>
<td><strong>Vendor Name:</strong> ORLIKON LEYBOLD VCM USA INC</td>
<td><strong>Vendor Name:</strong> ORLIKON LEYBOLD VCM USA INC</td>
</tr>
<tr>
<td><strong>Manufacturer:</strong> LEYBOLD VACUUM PRODUCTS</td>
<td><strong>Manufacturer:</strong> LEYBOLD VACUUM PRODUCTS</td>
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<tr>
<td><strong>Model Number:</strong></td>
<td><strong>Model Number:</strong></td>
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<tr>
<td><strong>Serial Number:</strong></td>
<td><strong>Serial Number:</strong></td>
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<tr>
<td><strong>Tag Number:</strong> A322424</td>
<td><strong>Tag Number:</strong> A322424</td>
</tr>
</tbody>
</table>
On Campus Location: Valid Buildings and Rooms

- Please make sure building and room numbers are active in UAccess Financials.
- Real Estate Admin (REA) valid room numbers are marked above the door in the center of the door frame.
- If room numbers do not match what is in the system or do not exist
  - Contact REA 621-1813
- Do not write the names of conference rooms or atriums on the reports
  - It must be a valid REA building and room number.
Tools for Valid Locations

- Floorplans of Campus Buildings from REA
- Real Estate Administration Website
  - [http://www.pdc.arizona.edu/default.aspx](http://www.pdc.arizona.edu/default.aspx)
    1. Click “Space” on Main page
    2. Click “Buildings & Floorplans”
    3. Type in Building Name, Number, Abbreviation, or Address into search bars
    4. Click “Floorplans”
    5. Select building-floor you would like to see
    6. Sign-in with NetID & Password
Building Search and Floorplans

Space Planning & Management provides floor plans in CAD and PDF format for University Personnel. A UA NetID is required for access.
Tools for Valid Locations

• Use REA’s Website to look for a building Number
  • [http://www.pdc.arizona.edu/default.aspx](http://www.pdc.arizona.edu/default.aspx)
    1. Click “Space” on Main page
    2. Click “Buildings & Floorplans”
    3. Scroll down until you see Complete Building Indices (PDF Format)
      a. Building Indices by Building Address
      b. Building Indices by Building Number
      c. Building Indices by Building Name
Tools for Valid Locations

Additional Floorplans and Complete Indices

<table>
<thead>
<tr>
<th>ADDITIONAL FLOOR PLANS</th>
<th>COMPLETE BUILDING INDICES (PDF Format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Campus Site Plans</td>
<td>Building Indices by Building Address</td>
</tr>
<tr>
<td>Restricted Floor Plans</td>
<td>Building Indices by Building Number</td>
</tr>
<tr>
<td></td>
<td>Building Indices by Building Name</td>
</tr>
</tbody>
</table>

For more information call or email Jose Teran at 520-621-3850
“Not Found” / Unlocated Assets: Exception/Disposition Reasons

• Property Management
  • Interdepartmental Transfers
  • Cannibalized
  • Transferred Out
  • Returned to Vender
  • Stolen
  • Lost
  • Trade-In

• Surplus Property
  • AssetWorks – Asset Management Platform (AMP)
    • Agency Sale
    • Auction Sales
    • Counter Sales (Public or Dept)
    • Recycled
    • Special Bid Sales
Interdepartmental Transfers

- DO NOT have to go through Surplus
- Notify Property Management and include the following:
  - Written confirmation (Email or Memo) from both departments accepting transfer
  - Tag Number(s)
  - Receiving Department Org Number
  - Receiving Department’s Account Number (not used to alter payments)
  - New Location (building & room)
Cannibalized

- Must get **prior approval** from Property Management to Cannibalize assets
  - Must notify Sponsored Projects Services if it is Sponsor Funded/Titled
- Asset broken down into parts which are used to create other assets
  - Submit “Request for Authorization to Dispose of Property” (RADP) Form
    - Check “OTHER” box
    - Write CANNIBALIZED
  - Must be signed by the authorized signer for the department
  - Submit to Property Management
- RADP Form
  - [http://www.fso.arizona.edu/sites/default/files/capital/iAuthorization_to Dispose_of_movable_assets.pdf](http://www.fso.arizona.edu/sites/default/files/capital/iAuthorization_toDispose_of_movable_assets.pdf)
REQUEST AUTHORIZATION TO DISPOSE OF MOVABLE ASSETS

DEPARTMENT_ DEPT_
BLDG_ ROOM_
CONTACT PERSON_ TELEPHONE_

Condition Codes
1-Excellent
2-Good
3-Fair
4-Major Repairs
5-Salvage

I confirm that the following conditions have been met:
- All sensitive data, including software, has been removed from computer equipment.
- Equipment does not contain any radioactive materials, hazardous material, PCP, is not biologically contaminated, etc.
- The equipment is cleared of federal requirements and it can be disposed.

Authorized Signature: Title: 

Check Appropriate Box:
- [ ] Turn into Surplus Property
- [ ] Trade-In to
- [ ] Special Bid Sale
- [ ] Interagency Transfer to:
- [ ] Other

<table>
<thead>
<tr>
<th>Cond Code</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>A-Tag Number</th>
<th>Acq Date</th>
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<th>Qty</th>
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</tbody>
</table>

[ ] Approved  [ ] Disapproved

Received By: ____________________
Transferred Out Assets

• Federally Funded Equipment
  • Following conditions must be met for PIs to transfer equipment to another institution:
    • Equipment must have been purchased
      • Entirely* on sponsored accounts (3000000-4999999)**,
      • Obtained as government-furnished equipment,
      • Or purchased on restricted accounts (non-university funded)
    • Equipment must be used in the conduct of a research project
    • Equipment must be titled to an eligible institution
      • Property cannot be transferred to an individual or for-profit organization
    • Transferring researcher is the Principal or Co-PI on the sponsored grant or contract.

* Note: If equipment is split-funded with a UA account, it cannot be transferred, but must be sold via Surplus
** Note: This applies to Federally Funded equipment ONLY, not Federally Titled equipment
Transferred Out Assets

• Principle Investigator (PI) needs to submit **Memorandum of Request**
  • Memo must include the following information:
    • Reason for transfer
    • Name of new institution
    • Name and address of new institution’s Property Administrator
    • Date items are to be shipped
    • List of assets to be transferred*
  • Memo must be signed and approved by:
    • PI
    • Department Head
    • Dean, Vice-President for Research
    • Sponsored Project Services (SPS) Property Administrator

* Note: It is recommended that departments allow SPS to review the list prior to obtaining signatures to ensure transfer eligibility
Returned To Vendor

• If equipment was returned to the vendor, a refund will be reflected on your department’s account
  • Please note on the inventory report the eDoc number of the refund in UAccess Financials
  • Include shipping documents/tracking number for when the asset was sent back to the vendor
Stolen

• Submit: Police Report and Property Loss Form
  • Only submit to Risk Management IF an Insurance Recovery Claim is desired

• Property Insurance Claim Information:
  • http://risk.arizona.edu/insurance/property

• Property Loss Form:
  • http://risk.arizona.edu/sites/risk/files/propertylossform.pdf

• Auto Loss Insurance Claim Information:
  • http://risk.arizona.edu/insurance/vehicle/auto-loss-claims

• Auto Loss Form:
  • http://risk.arizona.edu/sites/risk/files/autolossform.pdf
# Risk Management Section

## Property Loss Report

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DIVISION</th>
<th>SECTION</th>
<th>AFS CODE</th>
<th>RMS NO.</th>
<th>Claim #</th>
</tr>
</thead>
</table>

**Date of Loss:**

**Time:**

**Weather:**

**Location:**

**Description of Incident:**

**Who Was Notified?**

**What Action Was Taken by the Agency Following Damage?**

### Property

**Descriptive/Identification Details:**

**Estimated Amount of Loss:**

### Party Responsible for Loss

<table>
<thead>
<tr>
<th>Name of Individual or Firm</th>
<th>Address</th>
<th>Phone</th>
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### Witnesses

<table>
<thead>
<tr>
<th>Name</th>
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### Police Report

|--------|-------------------|------------|

### Remarks

**Reported By**

<table>
<thead>
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<th>Date</th>
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**核实 and Sign**

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<th>Name</th>
<th>Date</th>
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### Attachments

- [ ] Purchase Order
- [ ] Inventory Record
- [ ] Gift Report
- [ ] Other Record
- [ ] Descriptive Details
- [ ] Non-Owned Property
- [ ] Loan Agreement
- [ ] "Zero Dollar" Purchase Order
- [ ] Contract
- [ ] Repair or Replacement in Excess of $100
- [ ] Itemized Estimate
- [ ] Purchase Order for New Items
- [ ] Vendor Statement
- [ ] Current Catalog Page(s) with Actual Prices Paid
- [ ] Photos of Damage
- [ ] Statement of Cause or Condition Contributing to Loss

**Mail Completed Form To:** Risk Management, PO Box 210300, Tucson, Arizona 85721-0300 or FAX 621-3706
### Arizona Department of Administration
#### RISK MANAGEMENT SECTION
##### AUTOMOBILE LOSS REPORT

<table>
<thead>
<tr>
<th>STATE AGENCY</th>
<th>Division</th>
<th>Section</th>
<th>AFS Mail Code</th>
<th>RMS NO. (for RMS are only)</th>
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<tr>
<td>U of A 412</td>
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#### ACCIDENT LOCATION
- **Street Address:**
- **Mile Post No.:**
- **Intersection:**
- **Non-Intersection:**

#### CITY
- **Inside:**
- **Outside:**
- **County:**
- **Weather:**

#### DATE OF ACCIDENT
- **Day of Week:**
- **Hour:**
- **A.M./P.M.:**
- **No. of Vehicles Involved:**
- **No. Persons Injured:**

#### MOTOR VEHICLE INVOLVED WITH
- **Pedestrian:**
- **Other Motor Vehicle:**
- **Other:**
- **Year:**
- **Make:**
- **Model:**
- **License No.:**
- **State:**
- **Vehicle No.:**
- **Owner:**
- **Last Name:**
- **First Name:**
- **M.I.:**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone(s):**

#### STATE VEHICLE
- **Motor Pool Vehicle:**
- **Last Name:**
- **First Name:**
- **M.I.:**
- **Point of Impact on Vehicle:**
- **Estimated Cost Repairs:**
- **Driver:**
- **License No.:**
- **Exp. Date:**
- **State:**

#### DRIVER SERVICE
- **Driver:**
- **Contact Person:**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone(s):**

#### VEHICLE TO PROPERTY OTHER THAN VEHICLES
- **Last Name:**
- **First Name:**
- **M.I.:**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone(s):**

#### INJURIES
- **Last Name:**
- **First Name:**
- **M.I.:**
- **Address:**
- **Phone(s):**

#### ORTANT: DESCRIBE HOW ACCIDENT OCCURRED:

#### DIAGRAM OF ACCIDENT:
- **Show your car as it was when the collision occurred. Show other cars and other objects involved in the collision. Show direction and distance traveled before crash by heavy line.**

#### VISIBLE NAME (Print or Type)
- **INT. PHONE # DATE**
Trade-In

- Trade-Ins do not go through Surplus
- Include Tag number(s) on Purchasing document (Requisition) & any backup documentation to support trade-in
  - Make sure trade-in value is clearly indicated
- Property Management will retire the Traded-In asset and assign a tag to the newly purchased asset
Lost/Unable to Determine

- Equipment that cannot be physically located AND lack proper disposal documentation can be marked as: “Lost”
  - Property Management will change the Status code from A (Active and Identifiable) to L (Lost)
  - Asset will remain on department’s inventory until fully depreciated OR deemed lost for two consecutive years
  - Sponsored Project Services must be notified immediately if a Federal or Sponsor Titled asset cannot be found
    - These cannot be changed to “L” in the system
Lost/Unable to Determine Criteria

• If an individual asset or entire department’s inventory meets one or more of the following criteria listed below, a memo must be submitted and signed by Department Head as to why asset(s) cannot be located

  • A Lost asset with a Net Book Value of $10,000 or more
  • A Lost asset purchased within the last 18 months
  • 10% of department’s assets listed on inventory are marked Lost
  • Total Net Book Value of Lost assets add up to more than $50,000
Surplus Property:
AssetWorks – Asset Management Platform (AMP)

- Implemented a new Surplus System
  - Quick Reference Guide - [http://pacs.arizona.edu/sites/pacs.arizona.edu/files/pacs_quick_guide.10-21-16_0.pdf](http://pacs.arizona.edu/sites/pacs.arizona.edu/files/pacs_quick_guide.10-21-16_0.pdf)
- Access: log in with NetID & Password
  - Contact Surplus Property at 621-1754
    - If Responsible for multiple departments
    - To learn how to schedule training
Surplus Property:  
AssetWorks – Asset Management Platform (AMP)

- All assets (except for Sponsor Titled) are loaded into AMP
- Assets need to be “Transferred to Surplus” by submitting a Transfer Request in AMP
  - However, they are no longer Transferred to Surplus in UAccess Financials
  - Instead the ‘Asset Status Code’ is changed
    - Capital Asset: A → 1
    - Non-Capital Asset: N → 2
- When assets are sold, Property Management retires them in UAccess Financials
  - Capital Asset: A or 1 → R
  - Non-Capital Asset: N or 2 → O
Inventory Summary

• Be SPECIFIC & LEGIBLE when noting corrections on inventory reports
  • If reports are messy or have irrelevant notes, please submit a clean copy to Property Management
  • Unrelated notes may prolong processing time & cause inaccurate information to be entered into UAccess Financials
• Check “Yes” or “No” for every asset so we know they were inventoried
• Attach back-up for all unlocated assets
• Make sure every asset has a property tag attached
  • Note on inventory sheets for replacement tags
  • Necessary for Assets Turned into Surplus
    • If assets get sent to Surplus without a tag, they may not be removed from your inventory
Submission of Inventory Report

• Each department MUST SUBMIT each of the following:
  • Complete Inventory Report with corrections
    • If reprinted, must submit the 2017 Capital Physical Inventory report from UAccess Analytics
    • Sorted by Department & IU not by Building & Room
    • Printed as Single-Sided PDF with Landscape orientation
  • Signed Inventory Certification Statement
  • Any Back-up and completed Forms
    • RADP form, Surplus, Off campus location, etc.
• Deadline: Monday, April 17th, 2017 by 5:00pm
Appreciation Lunch

• Requirements
  • Attend Kick-Off Meeting
  • Turn in completed inventory packet by Deadline
    • Signed ICS
    • Inventory Reports
    • Necessary back-up on Assets with Exceptions
  • Pass Validation
Appreciation Lunch

• **Who get Incentives?**
  • First 5 Departments in each Category that meet **all** requirements
  • 5 People per Department

• **Categories**
  1. >176 Assets – 20 Departments
  2. 56-175 Assets – 50 Departments
  3. 21-55 Assets – 41 Departments
  4. 9-20 Assets – 49 Departments
  5. 4-8 Assets – 64 Departments
  6. 1-3 Assets – 125 Departments
Inventory of Equipment Purchased on Sponsored Accounts

- The University Property System is regularly audited to ensure compliance, control, and management of state, University, and Federally funded equipment
  - Annually by the State of Arizona Office of the Arizona Auditor General - Financial Statement Audit
  - Annual audit of federal grant and contract transactions by State of Arizona Office of the Arizona Auditor General
  - Biennial audit by Office of Naval Research (ONR)
  - Sponsor Audit
UA Titled Assets Purchased on Sponsored Accounts

• Even when title vests with the University, we still have an obligation to adhere to award property provisions, i.e. Uniform Guidance, FDP, PHS Grant Policy Statement, FAR, Sponsor specific terms and conditions
  • Property is properly identified
  • Hierarchy for use is adhered to
  • Disposition is requested when needed
  • Sales/Surplus is appropriate
  • Assets meet transfer eligibility
Sponsor Titled Assets

• Sponsor titled assets are included in the biennial inventory due to the following property provisions:
  • **Uniform Guidance** – A physical inventory of the property shall be taken and the results reconciled with the property records at least once every two years.
  • **FAR 52.245-1** - The Contractor shall periodically perform, record, and disclose physical inventory results.

• ONR performs a federal audit to determine if the University is in compliance with these provisions
  • UA’s next ONR audit is scheduled to take place within the 3rd quarter of Federal FY 2017
ONR Audit and Federally Titled Assets

• The ONR audit is performed to determine whether or not the University Property System is compliant as required by FAR 52.245-1(f)(3)
  • A main portion of this audit is the physical inspection of federally titled property
  • If the UA Property System is deemed unsatisfactory, the University will NOT have a federally approved property system
  • This could potentially decrease the University’s eligibility to receive government funding for the acquisition of equipment
Physical Inspection

- The ONR audit involves physical inspection and verification of the accuracy and completeness of University property records.

- Auditors will check for the following:
  - University records match the property tag number, serial number, model number, location and manufacturer to the asset and its actual location.
  - Physical existence of equipment.
  - Equipment is in use and functional.
  - Off-campus assets accounted for correctly.
  - Federal property is clearly distinguished by having a ‘Property of the Federal Government’ label.
Inventory of Federally Funded Assets

• While you are performing your inventory, keep in mind the ONR audit requirements, in order to resolve potential audit issues:
  • If a UA Funded/Titled asset has a Property of Federal Government label, remove it
  • If a Federally titled item is no longer in use or broken, contact SPS Property so appropriate disposition instructions can be requested
  • If an asset has been delivered to the sponsor, send the shipping documents to SPS Property so it can be removed from inventory
  • If you cannot locate a Sponsor/Federal Titled Asset
    • Contact SPS Property
Final Thoughts

Information and Materials discussed at this meeting can be found on FSO Capital Finance Website:

http://www.fso.arizona.edu/capital-finance

Please feel free to contact any of our Property Management team or Sponsored Projects Services members.

We are here to HELP you!!!
Property Management Training

The next Property Management Training session will be held on Tuesday, February 21\textsuperscript{th}, 2017 at 2:00 pm in University Services Building Room 214.

Please visit the UAccess Learning website and register for this class using the Class Code UA1023-2.
Questions?