One of the busiest times for Property Management and Campus departments alike is during the Capital Physical Inventory, performed once every two years (biennially). It is a large endeavor, considering the University has over 15,000 inventoriable assets. The State of Arizona Statutes, Federal Acquisition Regulations, and Governmental Accounting Standards requires periodic physical inventories of capital and sponsored titled assets. This is necessary for the proper recording of asset cost and depreciation expense on the financial statements. The University is also a recipient of various grants, contracts, and awards, each with their own regulations that the University needs to comply with to ensure adequate care is being used to manage and account for the University’s resources.

Due to the scope of this project, Property Management has invited the Asset Custodians from each department to the 2015 Biennial Capital Physical Inventory Kick-Off Meeting. This will be held on Monday, February 2nd in the North Ballroom of the Student Union Memorial Center. At this meeting, resources and training will be provided to assist with completing the inventory process.

Asset Custodians should have received an email invitation prior to the holiday closure with specific details on the Kick-Off Meeting. If you know your department has assets that meet the criteria mentioned above and you have not received an invitation, please contact me at (520) 626-5592 or email me at kjhaight@email.arizona.edu. We encourage every department to attend this meeting.

~Kelsey Haight, Property Management, Inventory Coordinator~

Important Updates

- Property Management student updates: George Campos has graduated and Michelle Redding has left for an internship. Nancy Barajas and Zack Zemer are our two new student workers.
- The next Property Management training session (Class Code UA-1023-2) will be held at 2:00 PM on Tuesday, February 24, 2015 in the University Services Building (USB) Room 214. Please visit the UAccess Learning website to sign up for this class.
- The Office of Management and Budget (OMB) issued a new regulation named “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance) under Title 2, Part 200 of the Code of Federal Regulation that went into effect December 26, 2014. Property acquired with federal award funds are now subject to the provisions of Uniform Guidance Subpart D §200.310–§200.316. Although there were no significant changes from OMB Circular A-110, please familiarize yourself with the equipment language for federally funded equipment by visiting the Uniform Guidance website.
Generating Property Tags

Currently, there are two main types of moveable equipment: non-capital ($1,000 and $4,999) and capital assets ($5,000 and over). In order to generate a tag for an asset, the following steps must take place between ordering/requesting and receiving/invoicing the new equipment.

When requesting new equipment, a requisition is filled out within the system (UAaccess Financials) using the appropriate accounting information (i.e. accounts and object codes). Non-capital equipment should use object codes 5720 or 5721 depending on the funding source. Once the requisition is completed, a purchase order is created and the equipment is ordered. As soon as the equipment is invoiced and paid for within UAaccess Financials, a transaction report, which is linked to object codes, is generated in UAaccess Analytics. Property Management then manually creates a non-capital asset in the system and assigns it an N-tag, which is then sent to the department’s Asset Custodian.

P-Card, Disbursement Voucher, or Service Billing documents are also used to purchase equipment, which feed through the system differently, as the purchase has already taken place. The process for generating and creating the tags would remain the same.

Capital equipment is treated differently. Whenever a capital moveable object code is used (i.e., 5750/51, 76xx-77xx), the transaction will feed into the Capital Asset Builder (CAB) module. This module allows Property Management to match the purchase directly to the asset(s) being created. Once the transaction is processed in CAB, a tag is assigned and mailed out.

~Matt Hohl, Property Management~

New Property S-Tag Convention

The University of Arizona is a world-class university and it is important for Property Management to maintain this status by safeguarding all assets. The University receives countless grants, awards, and contracts intended for research. It is very important that the equipment purchased with these funds are cared for properly. Therefore, Property Management has devised a new tagging convention for all sponsor titled assets, regardless of cost. These new tags have been assigned in UAaccess Financials. You can use the “Old Tag” field to search for the original tag. During the 2015 Biennial Capital Physical Inventory, departments with sponsor titled assets will be given new orange S-tags to physically replace the old tags. All future sponsor titled assets will be assigned an S-tag and tagged by Property Management. We hope that these new tags will visually indicate the importance of these assets so that they are handled properly.

~Kelsey Haight, Property Management~

Have Confusing Asset Descriptions?

When was the last time you read an asset description and wondered where that confusing verbiage came from?

The description used to describe assets that are created in UAaccess Financials is derived from information specified in vendor quotes or invoices used in documents such as Requisitions and P-cards. This information may contain technical terminology that can be unclear, thus making the process of identifying the asset difficult.

During the upcoming Biennial Inventory, you will have the opportunity to make necessary changes to the asset descriptions. If you notice any confusing descriptions, please make a remark (in the Titan website if using scanners, or on report printouts if using paper) so Property Management can make the necessary changes. Please be as descriptive as possible to make asset identification easier. This will not only help us with maintaining the correct asset information but will also assist Asset Custodians with future inventories.

~Michael Aramian, Property Management~

Inventory Tip: To save time & energy, put the new orange S-tags on sponsor titled assets as you do inventory.
UAccess Financials Asset Inquiry – “Owner” Code

When you view the asset inquiry screen in UAccess Financials, have you ever wondered what the “owner” code means? When you drill down on the code, you can see the code description of “University of Arizona” or “NASA/JPL - UA Owned,” but what does that really mean?

The agency codes are designed to indicate both ownership and funding source. For example, a code of “55072 - NASA/JPL - Fed Owned” indicates that an asset was acquired with NASA or JPL funds and that the sponsor retains title. Owner code “55071 - NASA/JPL - UA Owned,” on the other hand, is NASA or JPL funded but title has vested with the University. This may bring to mind another question; why do we care?

If an asset is sponsor titled, we cannot send it to Surplus because it belongs to the sponsor. If an item is sponsor funded but University titled, the sponsor may have granted us title but on a conditional basis. It is common for a sponsor to allow title to vest with our institution as long as it is needed for continued use in research. If we do not need it anymore, we need to ask if they want it back. If they do not, we are free to send an item to Surplus but in some cases we are required to remit a portion of the proceeds back to the sponsor. The coding system lets both the custodial department know the funding source and whether there are potential restrictions.

For a helpful crosswalk on owner codes and what the owner code can mean, please [click here].

~Jennifer Brown, Sponsored Projects Services~

New REA Space Tool

Real Estate Administration (REA) is responsible for maintaining the University’s Physical Space Inventory containing detailed building and room information for all space owned or leased by the institution. Access to space data is available to the campus community through UAccess Analytics. Floor plans of UA space are available for download through REA’s website at [http://realestateadmin.arizona.edu/inventory-plans/inventory.shtm](http://realestateadmin.arizona.edu/inventory-plans/inventory.shtm). Along with these floor plans, REA recently introduced an online tool available to employees to view color-coded floor plans. Through UAccess Space – Floor Plans, a user can view colored floor plans by College, Department, or Room Category. To request access to the tool, please complete the form at: [http://www.uits.arizona.edu/content/request-access-uaccess-space-floorplans](http://www.uits.arizona.edu/content/request-access-uaccess-space-floorplans). If you have any questions, please contact REA at (520) 621-1813.

~Jose Teran, Real Estate Administration~

Government Agency Sale vs. Special Bid Sale

Government Agency sales are made to other Universities, State, Federal, County and City entities. The Surplus Property fee is 20% of the sale up to a maximum of $300 and 80% is distributed to the selling department. Sales tax is not charged to an out of state agency if the agency did not come to Tucson and make the purchase. No tax exempt form is required. The department selling the property must complete a Disposal Request, selecting Govt. Agency Sales in the Surplus Property Management system. The Surplus contact for Government Agency Sales is Veronica Olivares at (520) 621-1754 if you are interested in this type of sale.

If you are selling to a private 3rd party (not a university) then it is considered a Special Bid sale. Also, with a special bid the auction is published on our website and open to anyone to participate. The bidding process is like a silent auction—bids are submitted on paper forms. The highest bidder wins and then works with the department for removal after payment is received. If you are interested in this type of sale contact Amy Rodriguez at (520) 621-4774.

~Jerry Shinn, Surplus Property Management~
Important Contacts

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- Team | propertymanagement@fso.arizona.edu | (520) 621-8609
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Motor Pool:
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Central Gift Office:
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Puzzle Corner—Sudoku

Visit www.sudukooftheday.com for more puzzles and the solutions.