**Inventory Tips and Tricks**

- **2015 Capital Physical Inventory is Due Friday, April 24th.** We encourage you to submit your inventory early in order for us to process them on time.
  - Let us know if you are having trouble completing your inventory on time. We can work with you to help get it done.
- **Review the PowerPoints and other helpful resources, including the MAT Manual at [http://www.fso.arizona.edu/capital-finance/inventory](http://www.fso.arizona.edu/capital-finance/inventory).**
- **Go to UAccess Analytics ([https://analytics.uaccess.arizona.edu](https://analytics.uaccess.arizona.edu)) to reprint a copy of your inventory report if needed.**
  - Click ‘Dashboards’ to open the dropdown menu
  - Click ‘Financials’ to open the contents
  - Select ‘Central—Capital Assets’
  - Click on the ‘2015 Capital Asset Inventory’ tab
  - Print as a PDF
- **Log a support request ([http://www.fso.arizona.edu/capital-finance/inventory/support](http://www.fso.arizona.edu/capital-finance/inventory/support)) if you need help with a MAT scanner.**
- **Use the Search Function by touching the screen and slightly dragging down. This is helpful to search for specific tags, buildings, rooms, etc.**
- **If you cannot find a specific room, update the room screen by touching the screen and dragging down until the screen starts to refresh. An internet connection is needed to do this.**
- **Verify every asset on the inventory report or in Titan, otherwise it may be perceived as not found. If this happens we will contact you for more information.**
- **In order for Property Management to process the necessary changes, supporting documentation must be submitted for any item not located.**
  - In Titan, please select an Exception Reason on the modification screen.
  - On paper reports, make a note on the inventory report of the Exception Reason.
- **When changing the location of an asset, check that the Campus Code, Building Code, and Room Number are all active in UAccess Financials and validate against each other.**
  - For example, Room 1149 is under Building 201A (not Building 201) with a Campus Code of AH.
  - Room numbers must be at least four digits, except when starting with a letter (i.e., 0010 and N105) or they will be considered invalid.
- **Asset Custodians are encouraged to fill in missing Model and Serial Numbers. This helps to locate assets in the future and is often necessary for insurance claims.**
  - It is recommended that departments take pictures of their assets and attach them in UAccess Financials in the Notes tab.
- **Make a notation on the inventory report or in the scanner/Titan to request a new property tag for old/damaged ones or if one cannot be located on an asset. Property Management will print out a duplicate and mail it to you once your inventory has been processed.**
- **If you have any questions or concerns regarding inventory, please contact me at 626-5592 or kjhaight@email.arizona.edu.**
  ~Kelsey Haight, Inventory Coordinator, Property Management~
Important Dates

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April 24th — Inventory Due to Property Management

*31st of May is at top of calendar.

June 1st—Validations will begin
June 26th—Last day to request Transfers & Retirements of Assets

Important Contacts

**Front Desk Phone Numbers:**
- 4th Floor: 621-9097
- 5th Floor: 621-3220

**Property Management:**
- Fax: 621-9195

**Location & Delivery Address:**
FSO—Property Management
888 N. Euclid Ave., Room 402
Tucson, AZ 85719

**Mailing Address:**
FSO—Property Management
1303 E. University Blvd., Box 4
Tucson, AZ 85719-0521

**Campus Mail (Internal UA):**
FSO—Property Management
University Services Building
PO Box 210158, Room 402
Campus

**Property Management:**
Team | propertymanagement@fso.arizona.edu | 621-8609
Kelsey Haight | kjhaight@email.arizona.edu | 626-5592
Michael ‘Mike’ Mitchell | mdm3@email.arizona.edu | 621-8610
Matt Hohl | mhohl@email.arizona.edu | 621-8611
Michael Aramian | maramian@email.arizona.edu | 621-5271
Susan Richmond | richmons@email.arizona.edu | 621-9592

**Surplus Property:**
Veronica Olivares | volivare@email.arizona.edu | 621-1754
Amy Rodriguez | amyrodriguez@email.arizona.edu | 621-4774
Jerry Shinn | jshinn1@email.arizona.edu | 621-3438

**Sponsored Projects Services:**
Jennifer Brown | brownjj@email.arizona.edu | 626-6676

**Risk Management Services:**
Joy Baine | jbaine@email.arizona.edu | 621-3482

**Real Estate Administration:**
Jose Teran | jbyteran@email.arizona.edu | 621-1813

**Motor Pool:**
Paul Yartz | pyartz@email.arizona.edu | 621-5541

**Central Gift Office:**
Joyce Stump | jstump@email.arizona.edu | 621-9067

Note: All phone numbers are area code (520)

We’re on the Web!

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