



# 2017 Biennial Capital Physical Inventory Kick-Off Meeting



THE UNIVERSITY  
OF ARIZONA



# 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 24<sup>th</sup> - April 17<sup>th</sup>
  - Departments conduct Capital Physical Inventory
- April 17<sup>th</sup>
  - 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

The screenshot shows the UAccess Analytics dashboard. At the top, the text "UAccess ANALYTICS" is displayed. A search bar contains the word "All". Navigation tabs include "Alerts", "Home", "Catalog", "Favorites", "Dashboards", "New", "Open", and "Signed In As kjhaight". A red arrow points from a box labeled "Click Dashboards" to the "Dashboards" tab. Below the navigation bar, the dashboard is divided into several sections: "Create..." with options like "Analysis and Interactive Reporting", "Published Reporting", "Actionable Intelligence", and "Performance Management"; "Browse/Manage..." with "All Content", "My Analyses", "My Reports", and "My Scorecards"; "Alerts" showing an "EPM access password expiring soon" notification; "Recent" and "Dashboards" sections listing various reports such as "Central - Capital Assets - Phys...", "Central - Capital Assets - Over...", "Central - Capital Assets - Inve...", and "Central - Capital Assets - Asse..."; and "More Dashboards" and "Others" sections. On the right side, a dropdown menu is open, showing a list of dashboards including "Most Recent(Central - Capital Assets - Physical Inventory Report (Static))", "My Dashboard", "All Dashboards Index", "Budget", "Financial", and "Central - Tax". A red arrow points from a box labeled "Select Central - Capital Assets" to the "Central - Capital Assets" item in the dropdown menu.



Make your selections and click Apply:

\* Snapshot Date: 01/17/2017 12:00  
 Organization Code: 7703  
 Organization Name: --Select Value--  
 Inventory Unit: --Select Value--  
 Owner Code: --Select Value--

Sort assets by  
 Department/IU Org  
 Department/Building/Room Number

Apply Reset

Select Physical Inventory Report (Static) tab

Asset Inventory by Department  
 Physical Asset Inventor...

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.

7703-01 FSO-Operations

Campus: Building: Room:	Tag #: Asset #: Acq Date:	Cost: NBV:	PO: EDoc #:	Status: Agency:	Mfg Name: Model No: Serial No:	OC Name: OC Address: OC City:	OC State: OC ZIP: OC Country:	Condition Code:	Found Status: Bldg/Room:
MC 158 0402B	A319347 135443 01/22/2008	\$29,978.52 \$2,997.85	P251379 -	A 11235	ABC OFFICE FD2092 -	- - -	- - -	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
7703-01 (A319347, 135443) Org Text: - Asset Description: FOLD/SEALER									
MC 73 0214	A319808 134188 11/10/2009	\$7,668.61 \$0.00	9167030 -	A 11235	HEWLETT-PACKARD CO 4015TN CNDY192395	- - -	- - -	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
7703-01 (A319808, 134188) Org Text: - Asset Description: PRINTER - LASERJET									
MC 73 0214	A319809 134189 11/10/2009	\$8,131.24 \$0.00	9167032 -	A 11235	HEWLETT-PACKARD CO 4015TN CNDY192153	- - -	- - -	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
7703-01 (A319809, 134189) Org Text: - Asset Description: PRINTER									

IU-Total Cost: \$45,778.37

IU-Total Net Book Value: \$2,997.85

IU-Asset Count: 3

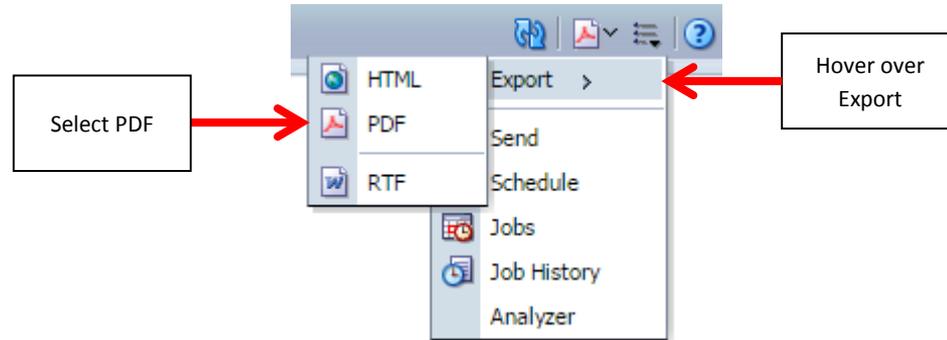
Dept-Total Cost: \$45,778.37

Dept-Total Net Book Value: \$2,997.85

Dept-Asset Count: 3

# 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.

### 7703-01 FSO-Operations

Campus: Building: Room:	Tag #: Asset #: Acq Date:	Cost: NBV:	PO: EDoc #:	Status: Agency:	Mfg Name: Model No: Serial No:	OC Name: OC Address: OC City:	OC State: OC ZIP: OC Country:	Condition Code:	Found Status: Bldg/Room:
MC 158 0402B	A319347 135443 01/22/2008	\$29,978.52 \$2,997.85	P251379 -	A 11235	ABC OFFICE FD2092 -	- - -	- - -	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7703-01</b>	<b>(A319347, 135443) Org Text: - Asset Description: FOLDSEALER</b>								
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<b>7703-01</b>	<b>(A319808, 134188) Org Text: - Asset Description: PRINTER - LASERJET</b>								
MC 73 0214	A319809 134189 11/10/2009	\$8,131.24 \$0.00	9167032 -	A 11235	HEWLETT-PACKARD CO 4015TN CNDY192153	- - -	- - -	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7703-01</b>	<b>(A319809, 134189) Org Text: - Asset Description: PRINTER</b>								

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

## 7703-01 FSO-Operations

Campus: Building: Room:	Tag #: Asset #: Acq Date:	Cost: NBV:	PO: EDoc #:	Status: Agency:	Mfg Name: Model No: Serial No:	OC Name: OC Address: OC City:	OC State: OC ZIP: OC Country:	Condition Code:	Found Status: Bldg/Room:
MC 158 0402B	A319347 135443 01/22/2008	\$29,978.52 \$2,997.85	P251379 .	A 11235	ABC OFFICE FD2092 .	. . .	. . .	. . .	<input type="checkbox"/> Yes <input type="checkbox"/> No  Needs Tag
7703-01	(A319347, 135443) Org Text: - Asset Description: FOLD/SEALER								

- 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

## 7703-01 FSO-Operations

Campus: Building: Room:	Tag #: Asset #: Acq Date:	Cost: NBV:	PO: EDoc #:	Status: Agency:	Mfg Name: Model No: Serial No:	OC Name: OC Address: OC City:	OC State: OC ZIP: OC Country:	Condition Code:	Found Status: Bldg/Room:
MC 158 0402B	A319347 135443 01/22/2008	\$29,978.52 \$2,997.85	P251379 -	A 11235	ABC OFFICE FD2092 -	· · ·	· · ·	·	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7703-01	(A319347, 135443) Org Text: - Asset Description: FOLD/SEALER								

- 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

## 7703-01 FSO-Operations

Campus: Building: Room:	Tag #: Asset #: Acq Date:	Cost: NBV:	PO: EDoc #:	Status: Agency:	Mfg Name: Model No: Serial No:	OC Name: OC Address: OC City:	OC State: OC ZIP: OC Country:	Condition Code:	Found Status: Bldg/Room:
MC 158 0402B	A319347 135443 01/22/2008	\$29,978.52 \$2,997.85	P251379 -	A 11235	ABC OFFICE FD2092 . <b>Surplused, SP101 # 29586</b>	. . .	. . .	-	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7703-01	(A319347, 135443) Org Text: - Asset Description: FOLD/SEALER								

- 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.



# 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

Enter your NetID and Password

NetID:

Password:

**UAccess FINANCIALS** Main Menu Central Admin Maintenance Administration rel-3.0-60 (Oracle9i)

action list doc search analytics/reports

Logged in User: maniona

**Message Of The Day**

01/11/2013: Friendly Reminder when mailing invoices, receipts or supporting documentation initiated via a Disbursement Voucher please include the DV Cover sheet as the first page of your packet and mail to FSO/Operations. Documents received without a DV Cover Sheet will cause delays with expenditures if FSO/Operations is unable to identify where the supporting documentation belongs. Any questions please contact Accounts Payable @ accts\_pay@arizona.edu or 520-621-9097.

<b>Balance Inquiries</b>	<b>Transactions</b>	<b>Lookup and Maintenance</b>
<b>Accounts</b> <ul style="list-style-type: none"><li>• Available Balances</li><li>• Balances by Consolidation</li><li>• Cash Balances</li><li>• General Ledger Balance</li><li>• General Ledger Entry</li><li>• General Ledger Pending Entry</li><li>• Open Encumbrances</li><li>• Current Account Balance</li></ul>	<b>Financial</b> <ul style="list-style-type: none"><li>• Cash Receipt</li><li>• Disbursement Voucher</li><li>• Distribution of Income and Expense</li><li>• Electronic Fund Transfer</li><li>• General Error Correction</li><li>• Internal Billing</li><li>• Pre-Encumbrance</li><li>• Salary Expense Transfer</li></ul>	<b>Capital Asset Management</b> <ul style="list-style-type: none"><li>• Asset</li><li>• Asset Fabrication</li><li>• Asset Location Global</li><li>• Pre-Asset Tagging</li></ul> <b>Chart of Accounts/Accounting Line</b> <ul style="list-style-type: none"><li>• Account</li></ul>



# How to Edit Assets

<b>Tag Number:</b>	<input type="text" value="A323424"/>	<b>Asset Number:</b>	<input type="text"/>
<b>Organization Owner Chart Of Accounts Code:</b>	<input type="text"/> 🔍 📖	<b>Organization Owner Organization Code:</b>	<input type="text"/> 🔍 📖
<b>Organization Owner Account Number:</b>	<input type="text"/> 🔍 📖	<b>Owner:</b>	<input type="text"/> 🔍 📖
<b>Campus:</b>	<input type="text"/> 🔍 📖	<b>Building Code:</b>	<input type="text"/> 🔍 📖
<b>Building Room Number:</b>	<input type="text"/> 🔍 📖	<b>Asset Type Code:</b>	<input type="text"/> 🔍 📖
<b>Asset Status Code:</b>	<input type="text"/> 🔍 📖	<b>Asset Condition:</b>	<input type="text"/>
<b>Vendor Name:</b>	<input type="text"/>	<b>Manufacturer:</b>	<input type="text"/>
<b>Model Number:</b>	<input type="text"/>	<b>Serial Number:</b>	<input type="text"/>
<b>Create Date From:</b>	<input type="text"/> 📅	<b>Create Date To:</b>	<input type="text"/> 📅
<b>Asset Representative Principal Name:</b>	<input type="text"/> 🔍	<b>Organization Inventory Name:</b>	<input type="text"/>
<b>Asset Description:</b>	<div style="border: 1px solid gray; height: 100px;"></div>	<b>Organization Text:</b>	<div style="border: 1px solid gray; height: 100px;"></div>
<b>National Stock Number:</b>	<input type="text"/>	<b>Government Tag:</b>	<input type="text"/>
<b>Old Tag Number:</b>	<input type="text"/>	<b>Organization Tag Number:</b>	<input type="text"/>
<b>Total Cost:</b>	<input type="text"/>	<b>Payment Sequence Number:</b>	<input type="text"/> 🔍 📖
<b>Payment Purchase Order Number:</b>	<input type="text"/> 🔍 📖	<b>Payment Document Number:</b>	<input type="text"/> 🔍 📖
<b>Inventory Unit Code:</b>	<input type="text"/> 🔍 📖	<b>Inventory Unit Chart Of Accounts Code:</b>	<input type="text"/> 🔍 📖
<b>Inventory Unit Organization Code:</b>	<input type="text"/> 🔍 📖		

One item retrieved.

[Click Here](#)

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	138935	A323424	2305	119	A	PUMP, AIR COOLED	0664393	09/21/2011

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



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# Asset Edit Document

[action list](#)
[doc search](#)
[analytics/reports](#)

Logged in User: maniona

[logout](#)

Asset [?](#)

**Doc Nbr:** 1652796    **Status:** INITIATED  
**Initiator:** maniona    **Created:** 11:05 AM 01/18/2013

[expand all](#)    [collapse all](#)

\* required field

Document Overview [hide](#)

Document Overview

<b>* Description:</b>	<input type="text"/>	<b>Explanation:</b>	<input type="text"/>
<b>Org. Doc. #:</b>	<input type="text"/>		

Asset Detail Information [hide](#)

Old		New	
Asset Detail Info		Asset Detail Info	
<b>Asset Number:</b>	138935	<b>Asset Number:</b>	138935
<b>Organization Owner Chart Of Accounts Code:</b>	UA	<b>* Organization Owner Chart Of Accounts Code:</b>	UA <input type="text"/>
<b>Organization Owner Account Number:</b>	2125100	<b>* Organization Owner Account Number:</b>	2125100 <input type="text"/>
<b>Organization Owner Organization Code:</b>	2305	<b>Organization Owner Organization Code:</b>	2305
<b>Owner:</b>	11235	<b>Owner:</b>	11235 <input type="text"/>
<b>Acquisition Type Code:</b>	A - Capital (New)/Non U Titled Transfer Ins	<b>Acquisition Type Code:</b>	A - Capital (New)/Non U Titled Transfer Ins
<b>Asset Status Code:</b>	A	<b>* Asset Status Code:</b>	A <input type="text"/>
<b>Asset Condition:</b>	Not Applicable	<b>* Asset Condition:</b>	Not Applicable <input type="text"/>
<b>Asset Description:</b>	PUMP, AIR COOLED	<b>* Asset Description:</b>	PUMP, AIR COOLED <input type="text"/>
<b>Asset Type Code:</b>	0664393	<b>* Asset Type Code:</b>	0664393 <input type="text"/>
<b>Vendor Name:</b>	OERLIKON LEYBOLD VCM USA INC	<b>Vendor Name:</b>	OERLIKON LEYBOLD VCM USA INC <input type="text"/>
<b>Manufacturer:</b>	LEYBOLD VACUUM PRODUCTS	<b>Manufacturer:</b>	LEYBOLD VACUUM PRODUCTS <input type="text"/>
<b>Model Number:</b>		<b>Model Number:</b>	<input type="text"/>
<b>Serial Number:</b>		<b>Serial Number:</b>	<input type="text"/>
<b>Tag Number:</b>	A323424	<b>Tag Number:</b>	A323424 <input type="text"/>



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## 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>
    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







# Tools for Valid Locations

- Use REA's Website to look for a building Number
  - <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

### ADDITIONAL FLOOR PLANS

[Off-Campus Site Plans](#)

[Restricted Floor Plans](#)

### COMPLETE BUILDING INDICES (PDF Format)

[Building Indices by Building Address](#)

[Building Indices by Building Number](#)

[Building Indices by Building Name](#)



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_to_dispose_of_movable_assets.pdf)



Please fax this form to Property Management at 621-9195.

Form Date: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

University of Arizona

**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 \_\_\_\_\_

LOC \_\_\_\_\_

Cond Code	Description	Manufacturer	Model Number	Serial Number	A-Tag Number	Acq Date	Cost	Qty	Purchase Account	Surplus Number
0										
0										
0										
0										
0										
0										
0										
0										
0										

Approved

Disapproved

Received By: \_\_\_\_\_

\_\_\_\_\_



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# 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>



UNIVERSITY CLAIM # \_\_\_\_\_ ARIZONA DEPARTMENT OF ADMINISTRATION  
**RISK MANAGEMENT SECTION**  
**PROPERTY LOSS REPORT**

AGENCY U of AZ 412	DIVISION	SECTION	AFIS MAILCODE	RMS NO. (FOR RMS USE ONLY)
This Report Involves: _____ State Building _____ State Owned Property				
Person To Contact - About incident: _____				
Telephone Number: _____				
FACTS	Date of Loss: _____ Time: _____ a.m. _____ p.m. Weather: _____			
	Location: _____			
	Description of Incident: _____			
	_____			
	_____			
Who Was Notified? Name _____ Address _____ Telephone _____				
What Action Was Taken by the Agency Following Damage? _____				
PROPERTY	Description of Property Involved: _____			
	Estimated Amount of Loss: _____			
PARTY RESPONSIBLE FOR LOSS	Name (Individual or Firm) - That caused loss, if known _____			
	Address _____ Phone: _____			
WITNESSES	1) Name _____ Address _____ Phone No. _____			
	2) Name _____ Address _____ Phone No. _____			
	3) Name _____ Address _____ Phone No. _____			
POLICE REPORT	Agency _____ Officer and ID No. _____ Report No. _____			
REMARKS	_____			
	_____			
Reported By _____ Date _____	Mail _____			
(Person Completing Report)	In Person _____			
Authorized Supervisor _____ Date _____	Phone _____			

MAIL COMPLETED FORM TO: Risk Management, PO Box 210300, Tucson, Arizona 85721-0300 or FAX 621-3706

STANDARD FOR REPORTING LOSSES OVER \$10,000 IS ONE DAY AND TEN DAYS FOR ALL OTHER LOSSES. REVENUE PREJUDICING YOUR CLAIM, RETURN THE PROPERTY LOSS REPORT WITHIN THE STANDARD AND FOLLOW WITH SUPPORTING DOCUMENTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM CALL JOY BAINE 621-3482. PLEASE PRINT OR TYPE

RELATIVE CONTACT: \_\_\_\_\_  
 (NAME REPRESENTATIVE) \_\_\_\_\_ PHONE # \_\_\_\_\_

FOR PROOF OF UNIVERSITY OWNERSHIP ATTACH AS MANY AS APPLY, AT LEAST ONE

- ORIGINAL  PURCHASE ORDER
- INVENTORY RECORD A TAG NUMBER \_\_\_\_\_
- GIFT REPORT
- OTHER RECORD DESCRIBE \_\_\_\_\_

NON-OWNED PROPERTY THAT THE UNIVERSITY IS RESPONSIBLE FOR UNDER WRITTEN AGREEMENT ATTACH AS MANY AS APPLY, AT LEAST ONE

- ORIGINAL  LOAN AGREEMENT
- "ZERO DOLLAR" PURCHASE ORDER
- CONTRACT
- REPAIR OR REPLACEMENT IN EXCESS OF \$100 ATTACH AS MANY AS APPLY, AT LEAST ONE

- ORIGINAL  ITEMIZED ESTIMATE
- PURCHASE ORDER FOR NEW ITEM(S)
- VENDOR STATEMENT OF NON-SERVICEABILITY
- CURRENT CATALOG PAGE(S) WITH ACTUAL PRICES PAID
- ATTACH IF AVAILABLE
- PHOTOS OF DAMAGE
- STATEMENT OF CAUSE OR CONDITION CONTRIBUTING TO LOSS



**Arizona Department of Administration  
RISK MANAGEMENT SECTION  
AUTOMOBILE LOSS REPORT**

<b>STATE AGENCY</b>	Department U of A 412	Division	Section	AFIS Mail Code	RMS NO. (for RMS use only)		
<b>FACTS</b>	ACCIDENT LOCATION Street Address						
	Intersecting Street of Highway No. and Mile Post No. <input type="checkbox"/> Intersection <input type="checkbox"/> Non-Intersection						
	CITY <input type="checkbox"/> Inside <input type="checkbox"/> Outside	County	Weather				
	DATE OF ACCIDENT	Day of Week	Hour <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	No. of Vehicles Involved	No. Persons Injured		
MOTOR VEHICLE INVOLVED WITH	1. <input type="checkbox"/> Pedestrian		3. <input type="checkbox"/> Other State Vehicle	5. <input type="checkbox"/> Other			
	2. <input type="checkbox"/> Other Motor Vehicle		4. <input type="checkbox"/> Fixed Object				
<b>STATE VEHICLE DRIVER</b>	Year	Make	Model	License No.	State		
	UA Motor Pool Vehicle?	Vehicle No.	Removed To	Removed By			
	Last Name	First	M.I.	Point of Impact on Vehicle	Est. Cost Repair		
<b>OTHER VEHICLE DRIVER</b>	Address		City, State Zip		Phone(s)		
	Job Classification	Department/Division/Section	Drivers License No.	<input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur	Exp. Date State		
	Year	Make	Type	License No.	State	Vehicle No.	
<b>PROPERTY DAMAGE</b>	VEHICLE	Removed To	Removed By	Point of impact on Vehicle	Est. Cost Repair		
	OWNER	Last Name	First	M.I.	Address	City, State	Phone(s)
	DRIVER	Last Name	First	M.I.	Address	City, State	Phone(s)
<b>INJURIES</b>	Insured By		Drivers License No.	Exp. Date	State		
	To Property Other Than Vehicles				Est. Cost Repair		
	Name and Address of Owner of Property						
<b>INJURIES</b>	Last Name	First	M.I.	Address	Phone(s)		
	Description of Injury						
	Last Name	First	M.I.	Address	Phone(s)		
Description of Injury							

Last Name	First	M.I.	Address	Phone(s)
Description of Injury:				
Last Name	First	M.I.	Address	Phone(s)
Description of Injury:				
Name	Address			Phone
Name	Address			Phone
Agency	Officer and I.D. No.		Report No.	

**IMPORTANT: DESCRIBE HOW ACCIDENT OCCURRED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

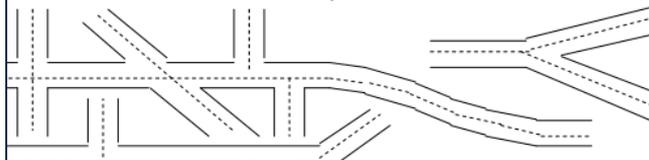
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ROUGH DIAGRAM OF ACCIDENT:** Show your car as **2**; other car as **1** as the collision occurred. Show and distance traveled before crash by solid line thus: \_\_\_\_\_ Then before of crash; third, positions and distances after collision. Show distance and direction traveled after crash by dotted line thus: \_\_\_\_\_



I certify that this is a true statement of the facts to the best of my knowledge and belief.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Drivers Name Print or Type) \_\_\_\_\_

Phone  In Person  Mail

VISOR NAME (Print or Type) \_\_\_\_\_ (INT) \_\_\_\_\_ PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

MAIL COMPLETED FORM TO: Risk Management, PO Box 210300, Tucson, Arizona 85721-0300 or FAX 626-0905



# 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
  - Manual -  
[http://pacs.arizona.edu/sites/pacs.arizona.edu/files/surplus\\_use\\_rs\\_guide\\_oct\\_2016.11-22-16.pdf](http://pacs.arizona.edu/sites/pacs.arizona.edu/files/surplus_use_rs_guide_oct_2016.11-22-16.pdf)
  - 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 17<sup>th</sup>, 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 3<sup>rd</sup> 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<sup>th</sup>, 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?

