ANNUAL EQUIPMENT INVENTORY – FY 2020

AUGUSTA UNIVERSITY
LOGISTICS AND PROPERTY MANAGEMENT
Overview

- New Procedures and New Forms
- Property Disposal Methods
- Requirements and Regulations
- Inventory Schedule
- Inventory Procedure
- Questions
New Procedures & New Forms
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New Moving, Event and Surplus Procedures

Moving Services and Event Support are now part of the Environmental Services (EVS) department
- Items that require moving within a department or from one place to another, but do not include taking items to the surplus warehouse are now handled by Moving Services via EVS.
- Event support requests, such as tables, chairs, poster boards, podiums, graduation setup, etc., are now handled by Moving Services via EVS.
- Moving Services and Event Support can be requested via the EVS webpage at: https://www.augusta.edu/facilities/environment.php or by emailing wmc@augusta.edu.

Property Control will now be handling the transfer of surplus to and from the warehouse.
- Surplus items deemed as no longer needed will be picked up by Property Control Specialists and transferred to the surplus warehouse for disposal.
- Surplus items selected from the warehouse for re-use in departments will be delivered by Property Control Specialists.
- Surplus requests can be submitted using the Surplus Transfer Form on the Property Page: https://www.augusta.edu/supply/forms/index.php#asset
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- The new form is a .pdf and is fillable.
- All assets must include a property tag number as well as the corresponding asset ID # from the inventory.
- The inventory person for the department (AECO) must verify and sign off on all surplus property requests for the department.
- Send completed Surplus Property forms to AUIinventory@augusta.edu
- If you prefer to deliver your surplus to the warehouse yourself, please check the YES box on the form and call ahead to make sure someone will be available to accept it.
New Asset Transfer Procedure

- Transferring an asset from one department to another on the inventory has been simplified.
  - To request an asset be transferred, please complete a Transfer Form which can be found at: https://www.augusta.edu/supply/forms/documents/transfer-form.pdf
  - Send the completed form, with all signatures, to AUInventory@augusta.edu
  - Property Control will keep a record of the transfer request with the inventory records and will forward your request to the Asset Manager for processing.
  - Once the transfer has been made, you will be able to immediately see the change on the inventory query.
  - Keep a record of the transfer with your inventory records for that Fiscal Year.
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- The new form is a .pdf and is fillable.
- All assets must include a property tag number as well as the corresponding asset ID # from the inventory.
- The inventory person for the current department (AECO) must verify and sign off on the transfer.
- The inventory person for the new department (AECO) must verify and sign off on the transfer.
- Send completed Transfer Forms to AUInventory@augusta.edu
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New Property Control Team

- Inventory Control Supervisor: Dina Wright (706) 446-5179
- Inventory Technicians: Victoria Brown and Eric Hughes
- Property Control Specialists: 2 new positions in process of being filled

New Records Manager

- Office Associate/Records Manager: Torie Washington (706) 446-1010
Property Disposal Methods
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How can I dispose of my property?

If your property has an original cost of $20 or more, and is not a consumable item (i.e. paint, office supplies, tires) you must use the Surplus Property Disposal option. Submit a Surplus Property Form to AUInventory@augusta.edu and our Property Control staff will pick it up and transport it to the Surplus Property warehouse for disposal. Once received, assets will be transferred off your inventory and on to ours.

What happens to the property once Property Control picks it up?

Property submitted as surplus is disposed of through the DOAS Surplus Property Disposal procedure. Some furniture items will be held at the warehouse for internal redistribution and can be viewed daily from 8:00 – 8:30 a.m. and 1:00 – 1:30 p.m.

Where can I view Surplus Property?

1555 Clay Street. Here is a map: https://www.augusta.edu/supply/property/map.php
What happens to property that is not held for redistribution?

There are several methods of disposal we utilize:

- Transfer to another USG school
- Direct Negotiated Sale of property to other state affiliated agencies and local government
- Authorized Disposal by recycling or trash
- Electronic Disposal by authorized state vendor
- Retail Sale of select items
- Vendor Return or Trade-In of equipment for new, like items
Trade-In Procedure and Vendor Return

- Perform a cost analysis to justify the trade-in.
- Obtain a quote from the vendor which lists the new property being purchased and the old property being traded in.
- The trade-in must be listed on the quote as a separate line item and must include the make, model, and serial number of the equipment.
- Contact Property Control to request trade-in authorization. Provide the quote, the justification, and the following specific information:

<table>
<thead>
<tr>
<th>Receiving company Name</th>
<th>Equipment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving company Address</td>
<td>Equipment Serial Number</td>
</tr>
<tr>
<td>Receiving company Contact</td>
<td>Equipment Model</td>
</tr>
<tr>
<td>Receiving company Phone</td>
<td>Equipment Acquisition Cost</td>
</tr>
<tr>
<td>Receiving company Email</td>
<td>Equipment Asset ID #</td>
</tr>
</tbody>
</table>

- Property Control will submit request to DOAS for authorization.
- DOAS may opt to reallocate the equipment instead of authorizing trade-in.
- Once authorization is obtained, Property Control will notify the department.
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Requirements & Regulations
11.1 State Requirements For Equipment Inventory
(Last Modified on February 8, 2015)

The University System of Georgia is required to keep an equipment inventory of all items that are non-consumable and non-expendable in nature, having a life expectancy of three or more years, and an item acquisition cost of $3,000 or more. Examples of these items are:

- Motor vehicles
- Mechanized and non-mechanized equipment
- Office equipment
- Appliances

Institutions may also include any item or items not meeting these criteria that it desires to have included in the inventory for valid management reasons.

http://www.usg.edu/business_procedures_manual/section11/C1417

**NOTE** AU includes weapons on inventory, but not computers unless acquisition cost is $3000 or greater.
11.4 Mandatory Physical Equipment Inventory Requirements
(Last Modified on February 8, 2015)

All institutions within the University System of Georgia must conduct a mandatory physical equipment inventory annually. The results of this inventory will be updated into the equipment inventory systems utilized by the institution to satisfy state reporting requirements. These results should change the status or condition of the item if required, such as missing or poor condition.

When the data file is submitted as of the end of the fiscal year, each item contained in the file should have been part of a physical inventory during that fiscal year. This allows for periodic physical inventories to be conducted on small segments of the institution’s property throughout the fiscal year to eliminate the need for conducting a complete inventory during the last month of the fiscal year.

http://www.usg.edu/business_procedures_manual/section11/C1420

**NOTE** AU must certify that every item on inventory at June 30 was inventoried during the Fiscal Year.
§ 50-5-146. Penalty

Any person who causes state property having a value of less than $200.00 to be disposed of in violation of this article shall be guilty of a misdemeanor. If such property has a value of $200.00 or more, he or she shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one year nor more than five years.
This is the loading dock area at the CB building. All of these items should have been sent to surplus. All of them require authorization from DOAS before they can be put in the trash or recycled. Anyone caught disposing of items in this manner will be reported and prosecuted. Each of these items would constitute a misdemeanor individually, and taken all together would be a felony. Previous employees have been prosecuted for unlawful disposal of property. Please use the Surplus Property form and send these items to the warehouse so staff can correctly dispose of them according to the appropriate procedure and policy.
Inventory Schedule
Inventory Schedule

- Campus Inventory from May 1 – May 30, 2020
- Compliance Report due the week following submission deadline
- Audit - 10% of all assets will be audited by the Property team
- Re-inventory and re-audit as needed until 100% correct
- Final check and final submission to Board of Regents by year end (June 30)
Inventory Procedure
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What do I need to do?

1. Run current inventory report.
2. Physically locate and verify each item and identify any changes that should be made.
3. Update locations and custodians in People Soft. (if any changes are needed)
4. Re-run current inventory report, after changes, and format per instructions.
5. Identify any further actions needed and record on the submission form.
6. Gather any documentation needed to support further actions.
7. Print and sign your name.
8. Have the department manager, head, chair or VP verify, and print and sign.
9. Submit one file with the inventory submission and supporting attachments via email.
How do I run the report?

- In PeopleSoft Financials, go to: Nav Bar > Navigator > Reporting Tools > Query > Query Manager (or Query Viewer)
- Find the query: **120_AM_CAMPUS_INV_DEPT_SUBMIT**
- Click on the button to run to Excel. Enter your department ID. View results.
- Use this spreadsheet to conduct your Physical Inventory.
- Enter location and custodian changes into PeopleSoft.
- Once all location changes have been made, re-run the query.
- Identify any further actions that are needed from Property Control and mark each item as correct or not correct, with notes on the needed changes.
### 120_AM_CAMPUS_INV_DEPT_SUBMIT

#### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Query | Create New Query**

- **Search By**: Query Name begins with **120_AM_CAMPUS_INV_DEPT_SUBMIT**

#### Search Results

**Folder View**: All Folders

**Action**: Choose

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Descr</th>
<th>Owner</th>
<th>Folder</th>
<th>Edit</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
</tr>
</thead>
<tbody>
<tr>
<td>120_AM_CAMPUS_INV_DEPT_SUBMIT</td>
<td>Submit for Campus Phy Inven</td>
<td>Public</td>
<td>COMP INV</td>
<td>Edit</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
</tr>
</tbody>
</table>

#### 120_AM_CAMPUS_INV_DEPT_SUBMIT - Submit for Campus Phy Inven

**Dept ID**: [Input Field]

**View Results**
## Annual Equipment Inventory – FY 2020

### Submit for Campus Phy Inven

<table>
<thead>
<tr>
<th>Location</th>
<th>Tag Number</th>
<th>Descr</th>
<th>Dept</th>
<th>Cost</th>
<th>Serial ID</th>
<th>PO No.</th>
<th>Acq Date</th>
<th>Asset ID</th>
<th>Correct?</th>
<th>Correct?</th>
<th>What Action is Needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE1000</td>
<td>600252</td>
<td>Canon IR C5035 Digital Copier/</td>
<td>30500051</td>
<td>8316.000</td>
<td>GNW55472</td>
<td>0000405553</td>
<td>8/15/2011</td>
<td>00A0000400210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>88358</td>
<td>FORKLIFT TOYOTA MD.2FBE18 CAP.</td>
<td>30500051</td>
<td>15862.130</td>
<td>0000002FBE1810234</td>
<td>2/1/1987</td>
<td>000000022588</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>88357</td>
<td>TRUCK HYSTER MDL B60XT PALLET</td>
<td>30500051</td>
<td>7898.000</td>
<td>000008199H03636T</td>
<td>3/1/1996</td>
<td>000000021782</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>88356</td>
<td>FORKLIFT 4-WHEEL TOYOTA MD.2FB</td>
<td>30500051</td>
<td>25450.000</td>
<td>000002FCA4512015</td>
<td>1/1/1989</td>
<td>000000022971</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>79317</td>
<td>2003 FORD E-250 VEH 440</td>
<td>30500051</td>
<td>16283.000</td>
<td>E000028670</td>
<td>9/8/2003</td>
<td>000000028198</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>79316</td>
<td>2003 FORD E-250 VEH 441</td>
<td>30500051</td>
<td>19186.000</td>
<td>E000028670</td>
<td>9/8/2003</td>
<td>000000028200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>512001000001</td>
<td>Symphony Ice/Water Dispenser</td>
<td>30500051</td>
<td>3224.110</td>
<td>E19398678</td>
<td>5/22/2019</td>
<td>000000058213</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>125465</td>
<td>MANTA RIDER SWEEPER</td>
<td>30500051</td>
<td>5000.000</td>
<td>E18062223</td>
<td>8/14/2018</td>
<td>000000057264</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>125352</td>
<td>2017 Ford E350 Cutaway #450</td>
<td>30500051</td>
<td>33704.470</td>
<td>E18379317</td>
<td>7/2/2018</td>
<td>000000057250</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>121748</td>
<td>2014 ISUZU NPR HD GAS VEH 443</td>
<td>30500051</td>
<td>46397.390</td>
<td>54DC4W18158802889</td>
<td>6/10/2014</td>
<td>000000054622</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>121748</td>
<td>2014 ISUZU NPR HD GAS VEH 443</td>
<td>30500051</td>
<td>46397.390</td>
<td>E14282774</td>
<td>6/10/2014</td>
<td>000000054622</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE1000</td>
<td>00002501</td>
<td>Yale Pneumatic Forklift</td>
<td>30500051</td>
<td>19647.200</td>
<td>A875B24297A</td>
<td>10/7/2003</td>
<td>00A000004943</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Your report will look similar to this.
- Note that this query pulls from several tables and sometimes returns duplicate results. This does not mean that your asset is on the inventory twice. Both entries have the same tag number and asset ID. It has just shown up on the query twice.
- You will need to remove the duplicates from the query before you start your inventory.
How do I remove the duplicates?

- On the Excel file, select all.
- Click on the Data tab. Select Remove Duplicates.
- Click ‘Unselect All’ and ‘My data has headers’. Select ‘Asset ID’. Click ‘OK’.

You will get a message that the duplicate lines have been removed.
How do I make changes to locations and custodians?

- In PeopleSoft Financials, go to: Nav Bar > Navigator > AU Components > AU Utilities > Use > AU Inventory
- Clicking on Search will return a list of assets assigned to you, up to the first 300.
- You can click on the hyperlinked Asset ID number to select the asset, or you can use one of the other search functions. (i.e. tag number)
- Select the asset you wish to view and the next screen will be where you can update the custodian and/or the location. Click the ‘+’ in each section before making a change. Save your changes!
- Changes made in this component are updated in batches. Please allow at least 12 hours to make sure the batch process has ran before you can expect to see the change reflected on your report.
- Once you have made all of your location changes, and waited for the batch update, you will then re-run the query and verify all the information is now correct.
AU Inventory

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Search by: [Asset Identification] begins with

[Search] [Advanced Search]

NOTE: This will only return 300 items. If your inventory is larger, you will need to use the ‘search by’ box to find by asset ID or tag number.
NOTE: The system does batch updates throughout the day. Changes will not immediately show.

**AU Inventory**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Search by:  Asset Identification ▼ begins with

**Search**  Advanced Search

**Search Results**

<table>
<thead>
<tr>
<th>Asset Identification</th>
<th>Business Unit</th>
<th>Tag Number</th>
<th>Parent ID</th>
<th>Description</th>
<th>Asset Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000004457</td>
<td>12000</td>
<td>94010</td>
<td>(blank)</td>
<td>FREEZER-ISOTEMP -86C</td>
<td>Equipment</td>
</tr>
<tr>
<td>0000000006098</td>
<td>12000</td>
<td>60968</td>
<td>(blank)</td>
<td>CYCLER THERMAL SATELLITE MODUL</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006306</td>
<td>12000</td>
<td>95939</td>
<td>(blank)</td>
<td>CYCLER THERMAL SATELLITE MODUL</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006373</td>
<td>12000</td>
<td>6013874</td>
<td>(blank)</td>
<td>HOOD CONTAINMENT STERILGARD</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006425</td>
<td>12000</td>
<td>94416</td>
<td>(blank)</td>
<td>PROJECTOR EPSON POWERLITE 700</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006599</td>
<td>12000</td>
<td>95946</td>
<td>(blank)</td>
<td>COMP ACCESS OVERHEAD PROJECTOR</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006681</td>
<td>12000</td>
<td>88594</td>
<td>(blank)</td>
<td>REFRIGERATOR LAB TYPE LAB RESE</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006834</td>
<td>12000</td>
<td>89037</td>
<td>(blank)</td>
<td>RECORDER GRAPATIC LINEAR MDCD W</td>
<td>Property</td>
</tr>
<tr>
<td>0000000006928</td>
<td>12000</td>
<td>89038</td>
<td>(blank)</td>
<td>CONTROL THERMAL FOR PTC-100</td>
<td>Property</td>
</tr>
<tr>
<td>0000000007124</td>
<td>12000</td>
<td>88174</td>
<td>(blank)</td>
<td>CENTRIFUGE REFRIGERATED MODEL</td>
<td>Property</td>
</tr>
<tr>
<td>0000000007190</td>
<td>12000</td>
<td>89411</td>
<td>(blank)</td>
<td>CHAIR DENTAL LEGACY II WEDGEWO</td>
<td>Property</td>
</tr>
<tr>
<td>0000000007325</td>
<td>12000</td>
<td>898027</td>
<td>(blank)</td>
<td>SYSTEM PURIFICATION WATER MILL</td>
<td>Property</td>
</tr>
<tr>
<td>0000000007399</td>
<td>12000</td>
<td>88183</td>
<td>(blank)</td>
<td>HARVESTER BRANDEL CELL WITT-24</td>
<td>Property</td>
</tr>
</tbody>
</table>
**Update Custodian and/or Location**

### AU Inventory

<table>
<thead>
<tr>
<th>Unit</th>
<th>Asset ID</th>
<th>TRUCK HYSTER MDL B60XT PALLETT</th>
<th>Tag</th>
<th>In Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>12000</td>
<td>000000021782</td>
<td>TRUCK HYSTER MDL B60XT PALLETT</td>
<td>88357</td>
<td></td>
</tr>
</tbody>
</table>

### Custodian

- **Effective Date:** 04/29/2020
- **Custodian:** Bradish, Sharon G.
- **Empl ID:** 2022011

### Location

- **Effective Date:** 02/19/2020
- **Location Code:** RE1000

**NOTE:** Click the “+” sign to add a record before changing.
How do I format my inventory for submission?

- Remove line 1. (Submit for Campus Phy Inven)
- Select all and adjust the column width so that all data shows clearly.
- Remove duplicates.
- Change orientation to landscape.
- Select Page Setup and “Fit to” and make it one page wide by any number of pages tall to accommodate your data.
- For multiple pages, select the sheet tab and “Rows to Repeat at top”. Select the row headings and press enter.
- Add a section for signatures.
- Make sure each line is marked as either “YES” or “NO” and if no, be sure to include what action you need Property Control to take.
- Preview your document. You should be able to clearly see all data, on one page wide. Once everything is correctly formatted, be sure to save!
- Sign (and print) as the AECO and get your manager to sign (and print) as well.
- Scan the signed inventory and any documentation into a .pdf file.
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### ANNUAL EQUIPMENT INVENTORY – FY 2020

**Before you submit...**

- Make a selection - mark either ‘Correct? YES’ or ‘Correct? NO’
  
  If you mark ‘Correct? NO’, use the ‘What Action is Needed?’ column to explain.

  If you mark ‘Correct? YES’, leave the ‘What Action is Needed?’ column blank.

---

<table>
<thead>
<tr>
<th>Location</th>
<th>Tag Number</th>
<th>Descr</th>
<th>Dept</th>
<th>Cost</th>
<th>Serial ID</th>
<th>PO No.</th>
<th>Acq Date</th>
<th>Asset ID</th>
<th>Correct? YES</th>
<th>Correct? NO</th>
<th>What Action is Needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PZ1000</td>
<td>G00196</td>
<td>Sharp AR275 Copier</td>
<td>30500030</td>
<td>6511.580</td>
<td>6511.580</td>
<td>0000006635</td>
<td>7/29/2003</td>
<td>00A000004879</td>
<td>X</td>
<td></td>
<td>Update serial # to: 35004875</td>
</tr>
<tr>
<td>PZ1000</td>
<td>G00164</td>
<td>CSVT Vale Terminal JAGCard Swi</td>
<td>30500030</td>
<td>9185.000</td>
<td>M653272</td>
<td>0000014898</td>
<td>7/15/2005</td>
<td>00A000005355</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PZ1000</td>
<td></td>
<td>CSVT (Value Transfer Terminal)</td>
<td>30500030</td>
<td>9020.000</td>
<td>M653267</td>
<td>0000014301</td>
<td>6/12/2005</td>
<td>00A000005341</td>
<td>X</td>
<td></td>
<td>needs to be tagged</td>
</tr>
<tr>
<td>PZ1000</td>
<td>G00073</td>
<td>Copier, Konica Minolta Bizhub</td>
<td>30500030</td>
<td>7414.000</td>
<td>31132609</td>
<td>0000026129</td>
<td>4/22/2008</td>
<td>00A000005655</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PZ1000</td>
<td>B00070</td>
<td>HP LaserJet 5550dtn color prin</td>
<td>30500030</td>
<td>3875.000</td>
<td>JPSC7D951P</td>
<td>0000027214</td>
<td>8/1/2008</td>
<td>00A000005694</td>
<td>X</td>
<td></td>
<td>Surplus. Move request attached.</td>
</tr>
</tbody>
</table>
ANNUAL EQUIPMENT INVENTORY – FY 2020

Before you submit...

- Do not fill in any of the missing data on the form. Use only the last three columns to identify updates and missing information. This is where we look for what we need to do to make corrections.
- Resize the columns to eliminate any unneeded space and to show all information in the cells. You will be sending a .pdf so we will not be able to resize if we can’t see all of the information.
- Do not add any colors. Our printer is black and white and colors don’t show on the final print.
- Add a section for approvals at the bottom of the submission form. This should include the printed and signed names for the Assistant Equipment Control Officer that has performed the inventory and the department manager (or department head/chair (or VP) who is certifying it).
A Few Final Notes....

- The AECO is responsible for making all changes to locations and custodians. Do not note these on your submission. These should be done before you print your final copy.

- Please make one submission form per department ID. Even if you are responsible for more. This is very important. If you send more than one department on your submission, it will be returned to you to be re-done.

- The department manager/head/chair or VP must sign. Two names are required for verification; signed and printed.

- Transfers require a signed transfer request between the two departments or an email agreement with both parties included and acceptance indicated.

- Equipment Loan Agreements should be included only for those items with an acquisition cost >$3000 and showing up on your inventory. All others should be kept at the department level for internal tracking purposes.

- Any items not located will require a lost/stolen form and a police report.

- If you find tagged assets in your department that do not show up on your inventory report, please report these on a separate page so they can be researched. They should show up on someone else’s report as missing.
Where do I find the forms?

- Transfer Form
  [https://www.augusta.edu/supply/forms/documents/transfer-form.pdf](https://www.augusta.edu/supply/forms/documents/transfer-form.pdf)

- Surplus Property Form
  [https://www.augusta.edu/supply/forms/documents/surplus-property-form.pdf](https://www.augusta.edu/supply/forms/documents/surplus-property-form.pdf)

- Custodian Form

- Lost / Stolen Report
  [https://www.augusta.edu/supply/forms/documents/loststolenequipmentreportforminstructions_rev_01172018.pdf](https://www.augusta.edu/supply/forms/documents/loststolenequipmentreportforminstructions_rev_01172018.pdf)

- Loan Agreement
  [https://www.augusta.edu/supply/forms/documents/equipment-loan-agreement_rev_01172018.pdf](https://www.augusta.edu/supply/forms/documents/equipment-loan-agreement_rev_01172018.pdf)

- People Soft Security Access
**Annual Equipment Inventory – FY 2020**

- **What** to submit:
  - Inventory Spreadsheet, formatted as discussed in the presentation
  - Surplus Forms to document any needed transfer of assets to Surplus
  - Transfer Form or e-mail to transfer assets to another department
  - Lost/Stolen Item Report to document as Missing (must have police report #)
  - Loan Agreements for assets >$3000

- **Where** to submit:
  - Email to AUInventory@augusta.edu

- **When** to submit:
  - Final Inventory deadline is May 31, 2020. No extensions will be granted due to limited processing time.

**Failure to follow Property Control Policies and Procedures may result in disciplinary action ranging from counseling, to written reprimands, to further action up to and including dismissal from employment.**
Questions?

If you need help with anything, please contact us for assistance:

Property Control:    Sharon Bradish (706) 721-9674
                    Dina Wright   (706) 446-5179
                    Torie Washington (706) 446-1010
                    Main Office Line (706) 721-1797

Asset Management:    Tamisha Thomas (706) 721-4116

Email Questions to:  AUInventory@augusta.edu