

Instructions for Completing Your Department's Annual Inventory Report

If you would like Franz Schwab (Property Control Specialist) to help you with your inventory, call 801-957-4251 or email him at franz.schwab@slcc.edu.

The purpose of the annual inventory process is to verify that you were in possession of (or knew the location of) all of your tagged assets at a point in time. Your inventory list was generated to show all of your assets as of the date you received the email. Assets that you received after that date will be on next year's list (do not add any). Assets that you sent to Surplus (or transferred to another Budget Center Manager) after the date that your list was generated should be marked as Found. This is because they were in your possession (or you knew where they were) on the date that the list was generated.

Your inventory spreadsheet contains blank columns for entering changes to the location, custodian, organization code or serial number. Do not add any lines, delete any lines or make any changes to the existing entries. Enter all changes in the appropriate blank column only.

Your completed inventory packet must include the inventory report, the signature page and all other supporting documents. Your completed inventory packet must be submitted electronically to propertycontrol@slcc.edu no later than due date.

To view your Excel inventory report, double click on the file name. Columns may need to be widened. Save a copy for your records after all of your entries have been made. The first column has the title Code. Every asset should have only one of the following Codes entered in this column.

<u>Code</u>	<u>Definition</u>
F	Means Found or accounted for. No further action is needed.
T	Means Transfer. Assets listed as transferred to another Budget Center Manager require a completed Department Transfer Form that shows all of the required signatures and information.
MT	Means found but the asset tag is missing. A duplicate asset tag will be sent.
L*	Means Lost.
ST*	Means Stolen.
S**	Means sent to Surplus.

*If any item(s) are marked as Lost or Stolen, a Provost or Vice President's signature is required in order for the item(s) to be removed from your inventory. A Police Report Number is required for any assets costing over \$3,000 or for computers that are less than three years old. Call 801-957-3800 to report any missing assets.

**The Surplus Code should only be used in a very small number of cases. Property Control gets a weekly report from Surplus that communicates what has been picked up. Property Control deletes those assets from department inventory lists right away. If an asset was picked up by Surplus the week before your inventory list was sent out, there is a chance that it might still be on your list. As stated above, assets that you sent to Surplus (or transferred to another department) after the date that your list was generated should be marked as Found. This is because they were in your possession on the date that the list was generated. Assets listed as being sent to Surplus require a completed SLCC Surplus Property Form. The SLCC Surplus Property Form must show the signature of the person from surplus who picked up the item(s).