

ANNUAL INVENTORY VERIFICATION

What is a college asset?

Inventory Spreadsheet

Transfers

Automatically Found Computers

Lost vs. Stolen

Surplus

Timeline



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Property Control Manager
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Message me on Teams!



ANNUAL INVENTORY

This is the annual process of verifying that the college is still in possession of the assets it has purchased.

On the morning of **October 1**,
custodians/BCMs will receive an email with
the following attachments:

Inventory Instructions

Inventory Spreadsheet (Excel)

Signature Page (PDF)

Due back to Property Control
by **December 6**:

Inventory Spreadsheet (Excel)

Signature Page (PDF)

COLLEGE INVENTORY

- Managed by Property Control Department:** The Property Control Department is responsible for the institution-wide inventory, which includes all major assets and equipment owned by the College. Examples: Vehicles, computers, projectors, tools...
- Annual Verification:** The College's inventory is accounted for once a year during the annual inventory verification process, which takes place from October to December.
- Comprehensive Oversight:** This inventory encompasses all assets that are essential to the institution's overall operations and must be accurately recorded for compliance and financial purposes.

DEPARTMENT INVENTORY

- Managed by Departments:** Departments may be responsible for keeping track of its own inventory, including office supplies, equipment, and other assets used daily. Examples: Pens, headsets, printers, computer monitors, paper products...
- Internal Use:** This inventory is used exclusively within your department to support daily operations and specific projects.

If you are unsure about any departmental inventory that you may be responsible for, contact your direct supervisor.

WHAT IS A COLLEGE ASSET?

OVER \$2,500

Anything purchased over \$2,500

COMPUTERS & LAPTOPS

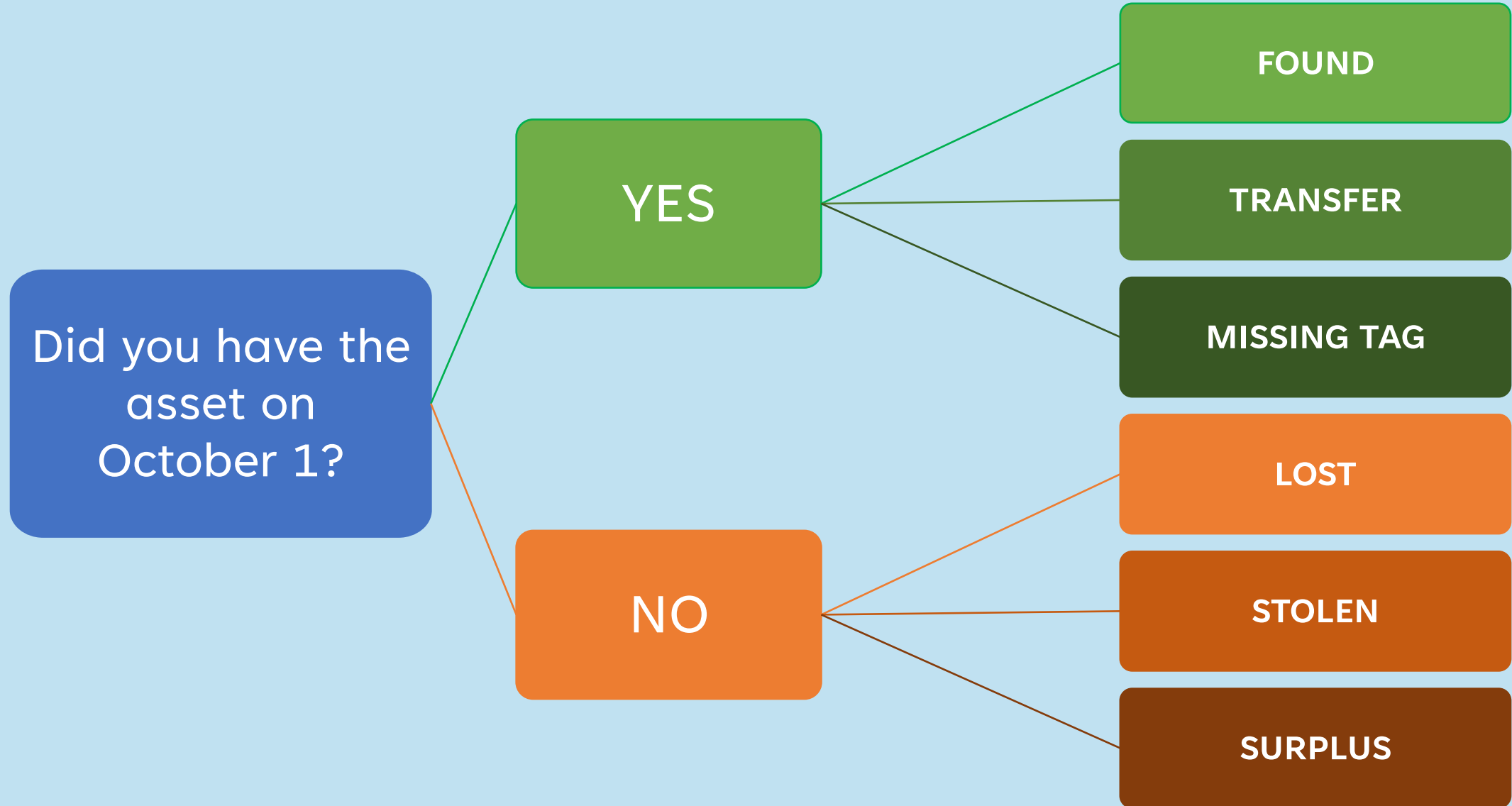
All computers & laptops, regardless of cost

TANGIBLE

No services or software



INVENTORY WORKFLOW



CODE DEFINITIONS

CODE	DEFINITION
F	Means FOUND . No further action is needed.
T	Means TRANSFER ownership to a new custodian/BCM.
MT	Missing tag – you found the asset, but there is no tag on it.
L	Means LOST – can't be found.
ST	Means STOLEN – a crime is suspected to have been committed.
S	Means picked up by SURPLUS .

INVENTORY SPREADSHEET

Your inventory spreadsheet contains blank columns for entering changes to the DESCRIPTION, LOCATION, CUSTODIAN, ORG CODE, and 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CODE	PTAG	DESCRIPTION	NEW DESCRIPTION	LOCATION	NEW LOCN	CUSTODIAN NAME	NEW CUSTODIAN NAME	ORG CODE	NEW ORG CODE	MAKE	MODEL	SERIAL NUMBER	NEW SERIAL NUMBER
2	F	74073	Latitude 5501 SEAN		I311L		Travis Kartchner		BBBOFF		Latitude	5501	8LJ1Y33	
3	F	77777	Latitude 5421 CREE		I301	I301L	Travis Kartchner		BBINVN		Latitude	5421	D37TLN3	
4	F	79851	Surface Pro 8 BOOTH		I311		Travis Kartchner		BBVPCA		Surface	Pro 8	0F01VAM222401J	
5	F	79852	Precision 3571 JENSEN		I311		Travis Kartchner		BBVPCA		Precision	3571	29R7BS3	
6	F	79853	OptiPlex 5000 BRADY		I311C	I201	Travis Kartchner		BBVPCA		OptiPlex	5000	81PTFT3	
7	F	79854	Latitude 7530 KEMP		I311J		Travis Kartchner		BBVPCA		Latitude	7530	2HD73T3	
8	F	79855	Latitude 7530 SNOW		I311		Travis Kartchner		BBVPCA		Latitude	7530	FXW73T3	
9	F	79856	Latitude 7530 SCHAFLER		I311G		Travis Kartchner		BBVPCA		Latitude	7530	2YW73T3	
10	F	80022	Precision 3571	NICOLE	I311		Travis Kartchner		BBVPCA		Precision	3571	2LWLHS3	
11	F	81063	Precision 3581 HOWARD		I311		Travis Kartchner		BBVPCA		Precision	3581	16GBJS3	
12	F	81064	Precision 3581 CAHOON		I311F		Travis Kartchner		BBVPCA		Precision	3581	5ZFBJS3	
13	F	81065	Precision 3581	DESK DRAWER	I311		Travis Kartchner		BBVPCA		Precision	3581	FFBJS3	
14	F	81066	Latitude 5440 KARTCHNER		I311E		Travis Kartchner		BBVPCA		Latitude	5440	4ZGPQV3	
15	T	82260	Precision 3581 BRADY		I311C	S1-123	Travis Kartchner	Brandon Thomas	BBVPCA	BBPURC	Precision	3581	DDRXS14	
16	F	82261	Precision 3581 MILLER		I311D		Travis Kartchner		BBVPCA		Precision	3581	FDRXS14	CDRXS1A
17	L	82262	Precision 3581 RIVERA		I101		Travis Kartchner		BBVPCA		Precision	3581	CDRXS14	
18	F	82632	Precision 3591 CLAYTON		I311H		Travis Kartchner		BBVPCA		Precision	3591	B71S824	


Column A: CODE –
used to indicate what is
happening with the asset

Column D: NEW DESCRIPTION –
used to describe the asset to
make it easier to find

	A	B	C	D
1	CODE	PTAG	DESCRIPTION	NEW DESCRIPTION
2	F	74073	Latitude 5501 SEAN	
3	F	77777	Latitude 5421 CREE	
4	F	79851	Surface Pro 8 BOOTH	
5	F	79852	Precision 3571 JENSEN	
6	F	79853	OptiPlex 5000 BRADY	
7	F	79854	Latitude 7530 KEMP	
8	F	79855	Latitude 7530 SNOW	
9	F	79856	Latitude 7530 SCHAFLER	
10		80022	Precision 3571	
11		81063	Precision 3581 HOWARD	
12	F	81064	Precision 3581 CAHOON	
13		81065	Precision 3581	
14	F	81066	Latitude 5440 KARTCHNER	
15		82260	Precision 3581 BRADY	
16		82261	Precision 3581 MILLER	
17		82262	Precision 3581 RIVERA	
18		82632	Precision 3591 CLAYTON	

	A	B	C	D
1	CODE	PTAG	DESCRIPTION	NEW DESCRIPTION
2	F	74073	Latitude 5501 SEAN	
3	F	77777	Latitude 5421 CREE	
4	F	79851	Surface Pro 8 BOOTH	
5	F	79852	Precision 3571 JENSEN	
6	F	79853	OptiPlex 5000 BRADY	
7	F	79854	Latitude 7530 KEMP	
8	F	79855	Latitude 7530 SNOW	
9	F	79856	Latitude 7530 SCHAFLER	
10	F	80022	Precision 3571	NICOLE
11	F	81063	Precision 3581 HOWARD	
12	F	81064	Precision 3581 CAHOON	
13	F	81065	Precision 3581	DESK DRAWER
14	F	81066	Latitude 5440 KARTCHNER	
15	T	82260	Precision 3581 BRADY	
16	F	82261	Precision 3581 MILLER	
17	L	82262	Precision 3581 RIVERA	
18	F	82632	Precision 3591 CLAYTON	

Column F: NEW LOCATION –
used to update the location
of an asset



C	D	E	F
DESCRIPTION	NEW DESCRIPTION	LOCATION	NEW LOCN
Latitude 5501 SEAN		I311L	
Latitude 5421 CREE		I301	
Surface Pro 8 BOOTH		I311	
Precision 3571 JENSEN		I311	
OptiPlex 5000 BRADY		I311C	
Latitude 7530 KEMP		I311J	
Latitude 7530 SNOW		I311	
Latitude 7530 SCHAFLE		I311G	
Precision 3571	NICOLE	I311	
Precision 3581 HOWARD		I311	
Precision 3581 CAHOON		I311F	
Precision 3581	DESK DRAWER	I311	
Latitude 5440 KARTCHNER		I311E	
Precision 3581 BRADY		I311C	
Precision 3581 MILLER		I311D	
Precision 3581 RIVERA		I101	
Precision 3591 CLAYTON		I311H	

C	D	E	F
DESCRIPTION	NEW DESCRIPTION	LOCATION	NEW LOCN
Latitude 5501 SEAN		I311L	
Latitude 5421 CREE		I301	I301L
Surface Pro 8 BOOTH		I311	
Precision 3571 JENSEN		I311	
OptiPlex 5000 BRADY		I311C	I201
Latitude 7530 KEMP		I311J	
Latitude 7530 SNOW		I311	
Latitude 7530 SCHAFLE		I311G	
Precision 3571	NICOLE	I311	
Precision 3581 HOWARD		I311	
Precision 3581 CAHOON		I311F	
Precision 3581	DESK DRAWER	I311	
Latitude 5440 KARTCHNER		I311E	
Precision 3581 BRADY		I311C	S1-123
Precision 3581 MILLER		I311D	
Precision 3581 RIVERA		I101	
Precision 3591 CLAYTON		I311H	

Column H: NEW CUSTODIAN NAME – used to indicate a transfer of ownership, **ETRIEVE FORM** must be submitted to finalize transfer



Column J: NEW ORG – used to help organize lists within a dept. (not required to be updated)



G	H	I	J
CUSTODIAN NAME	NEW CUSTODIAN NAME	ORG CODE	NEW ORG CODE
Travis Kartchner		BBBOFF	
Travis Kartchner		BBINVN	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	

G	H	I	J
CUSTODIAN NAME	NEW CUSTODIAN NAME	ORG CODE	NEW ORG CODE
Travis Kartchner		BBBOFF	
Travis Kartchner		BBINVN	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner	Brandon Thomas	BBVPCA	BBPURC
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	
Travis Kartchner		BBVPCA	

TRANSFERS

All transfers
must be
submitted via
ETRIEVE

This ETRIEVE
form only
transfers
ownership

If assets need
to be physically
moved, contact
FIXIT

AUTOMATICALLY FOUND COMPUTERS/LAPTOPS

When you receive your inventory spreadsheet, some computers and laptops will already have an “F” for FOUND in the code column – these computers have been automatically found by the network.

You are not required to physically locate these automatically found computers.

If you want to increase the number of automatically found computers on your list to save yourself & staff time when doing your annual inventory verification, the following things will need to be done:

**1. DEVICE TURNED ON
DURING THE MONTH OF
SEPTEMBER**

**2. ACCURATE SERIAL
NUMBER**

**Column N: NEW SERIAL NUMBER –
used to correct serial number**



K	L	M	N
MAKE	MODEL	SERIAL NUMBER	NEW SERIAL NUMBER
Latitude	5501	8LJ1Y33	
Latitude	5421	D37TLN3	
Surface	Pro 8	0F01VAM222401J	
Precision	3571	29R7BS3	
OptiPlex	5000	81PTFT3	
Latitude	7530	2HD73T3	
Latitude	7530	FXW73T3	
Latitude	7530	2YW73T3	
Precision	3571	2LWLHS3	
Precision	3581	16GBJS3	
Precision	3581	5ZFBJS3	
Precision	3581	FFFBJS3	
Latitude	5440	4ZGPQV3	
Precision	3581	DDRXS14	
Precision	3581	FDRXS14	
Precision	3581	CDRXS14	
Precision	3591	B71S824	

K	L	M	N
MAKE	MODEL	SERIAL NUMBER	NEW SERIAL NUMBER
Latitude	5501	8LJ1Y33	
Latitude	5421	D37TLN3	
Surface	Pro 8	0F01VAM222401J	
Precision	3571	29R7BS3	
OptiPlex	5000	81PTFT3	
Latitude	7530	2HD73T3	
Latitude	7530	FXW73T3	
Latitude	7530	2YW73T3	
Precision	3571	2LWLHS3	
Precision	3581	16GBJS3	
Precision	3581	5ZFBJS3	
Precision	3581	FFFBJS3	
Latitude	5440	4ZGPQV3	
Precision	3581	DDRXS14	
Precision	3581	FDRXS14	
Precision	3581	CDRXS14	CDRXS1A
Precision	3591	B71S824	

Column O through S: For information purposes only – DO NOT EDIT.

This information can be used to help determine a user, when to file a police report, when to send old equipment to surplus, and automatically found computers

O	P	Q	R	S
ACQ DATE	ASSET AMOUNT	COMPUTER NAME	LAST LOGIN NAME	LAST LOG DATE
1-Jun-20	1614.58	AAB311KPNGRANG3	sclayto5	21-Sep-23
3-May-22	1114.04	AAB301PCMCNULT2	cmcnult1	22-Sep-23
21-Nov-22	1761.78	AAB311PBBOOTH3	bbooth7	21-Sep-23
30-Nov-22	1625	aab311PBJENSEN2	kjens307	21-Sep-23
30-Nov-22	940	AAB311CPSBRAD	sbrady	21-Sep-23
30-Nov-22	1510	AAB311PRKEMP2	rkemp9	22-Sep-23
30-Nov-22	1510	MPDC110DPMSNOW2	msnow15	21-Sep-23
30-Nov-22	1510	AAB311GPDSCHAF	dschafle	22-Sep-23
7-Mar-23	1625			
31-May-23	1884.62	AAB311PTHOWARD	thoward	22-Sep-23
31-May-23	1733.18	AAB311FPMCAHOON	mcahoon4	22-Sep-23
31-May-23	1508.17			
31-May-23	1241.99	AAB311EPTKARTCH	tkartch1	21-Sep-23
16-Apr-24	1485			
16-Apr-24	1485			
16-Apr-24	1485			
20-May-24	1595			

LOST ASSET

The asset cannot be located

All lost assets will require Provost/Vice President signature on the signature page to be removed from the College's inventory

Lost assets that are \$5,000+ will also require a police report number to be removed from the College's inventory

STOLEN ASSET

A crime is suspected to have been committed

The following TWO items will need to be on the signature page have the asset removed from the College's inventory:

1. Provost/Vice President signature
2. Police Report number

Call Property Control BEFORE filling a police report – I have resources that can potentially locate missing assets.

After speaking with Property Control, if a police report is required, you will call Campus UHP to request a police report.

SURPLUS

Was it picked up by
surplus **AFTER**
October 1?



Mark "F" for **FOUND**.

Was it picked up by
surplus **BEFORE**
October 1?



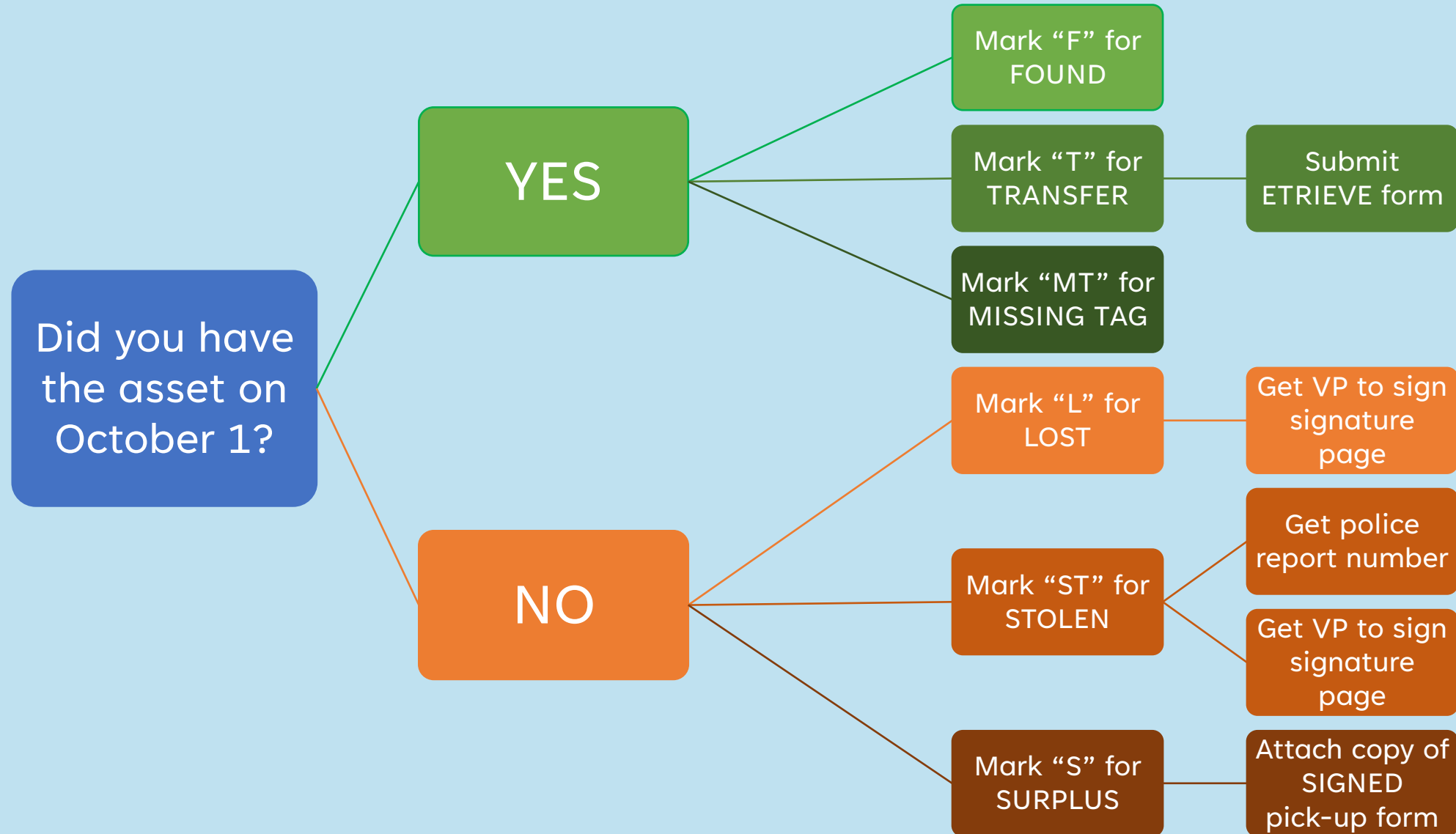
Attach copy of SIGNED &
DATED surplus
PICK-UP form.
Mark "S" for **SURPLUS**.

MISSING SURPLUS DOCUMENTS?
EMAIL PROPERTY CONTROL

Due back to Property Control
 by **December 6:**
 Inventory Spreadsheet (Excel)
 Signature Page (PDF)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CODE	PTAG	DESCRIPTION	NEW DESCRIPTION	LOCATION	NEW LOCN	CUSTODIAN NAME	NEW CUSTODIAN NAME	ORG CODE	NEW ORG CODE	MAKE	MODEL	SERIAL NUMBER	NEW SERIAL NUMBER
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6	F	79853	OptiPlex 5000 BRADY		I311C	I201	Travis Kartchner		BBVPCA		OptiPlex	5000	81PTFT3	
7	F	79854	Latitude 7530 KEMP		I311J		Travis Kartchner		BBVPCA		Latitude	7530	2HD73T3	
8	F	79855	Latitude 7530 SNOW		I311		Travis Kartchner		BBVPCA		Latitude	7530	FXW73T3	
9	F	79856	Latitude 7530 SCHAFLER		I311G		Travis Kartchner		BBVPCA		Latitude	7530	2YW73T3	
10	F	80022	Precision 3571	NICOLE	I311		Travis Kartchner		BBVPCA		Precision	3571	2LWLHS3	
11	F	81063	Precision 3581 HOWARD		I311		Travis Kartchner		BBVPCA		Precision	3581	16GBJS3	
12	F	81064	Precision 3581 CAHOON		I311F		Travis Kartchner		BBVPCA		Precision	3581	5ZFBJS3	
13	F	81065	Precision 3581	DESK DRAWER	I311		Travis Kartchner		BBVPCA		Precision	3581	FFFBJ3	
14	F	81066	Latitude 5440 KARTCHNER		I311E		Travis Kartchner		BBVPCA		Latitude	5440	4ZGPQV3	
15	T	82260	Precision 3581 BRADY		I311C	S1-123	Travis Kartchner	Brandon Thomas	BBVPCA	BBPURC	Precision	3581	DDRXS14	
16	F	82261	Precision 3581 MILLER		I311D		Travis Kartchner		BBVPCA		Precision	3581	FDRXS14	CDRXS1A
17	L	82262	Precision 3581 RIVERA		I101		Travis Kartchner		BBVPCA		Precision	3581	CDRXS14	
18	F	82632	Precision 3591 CLAYTON		I311H		Travis Kartchner		BBVPCA		Precision	3591	B71S824	

INVENTORY WORKFLOW



ANNUAL INVENTORY TIMELINE

YEAR ROUND

Send location updates

Save SURPLUS documents

Speak up if something is missing/lost

SEPTEMBER

Turn on computers

Ask for training

OCTOBER

Inventory lists distributed on October 1

Verify all assets on list

Ask for help

NOVEMBER

Finalize inventory

Collect any documentation needed

Ask for help

DECEMBER

Final inventory report due December 6

Cree McNulty (she/her)
Property Control Manager
x4010
cree.mcnulty@slcc.edu

Message me on Teams!

