

PROPERTY CONTROL

ANNUAL INVENTORY DESK MANUAL



Salt Lake
Community
College 

Annual Inventory Glossary of Terms

Annual Inventory: This is the process of verifying that the college was still in possession the asset it has purchased. Annual inventory begins on October 1 after an automatic email containing a custodian's inventory list is sent out from Banner.

Asset Tag/Ptag: A small, DARK blue metal, SLCC-issued tag of FIVE numbers. This tag can usually be found near the asset's factory serial number or the front facing side of the asset. This tag is also called a Ptag in the Banner system.



Federal Tag: A small, LIGHT blue metal, SLCC-issued tag with the language "PROPERTY OF FEDERAL GOVERNMENT NOT FOR RESALE." This tag is usually found near the original Asset Tag. It will have a small round sticker next to it with the year for the last known audit of the asset.



Asset: Any college property having future measurable economic value and useful benefit to the college. For Property Control, we think of this as an asset that requires a tag.

Capital Asset: Any tagged asset with a value of \$5,000 and above. Capital assets do not have a special tag.

Location of Item: I301 means AAB301 at Redwood Campus, room 301. If you do not recognize a location description on your inventory list, ask Property Control.

Custodian of Item: The person within a department responsible for the physical control of assigned assets. This will generally be the budget center manager.

Organization Code: Each item is listed under an ORG code, ex AMHMDA for Medical Assistant Program; AMHSGT for Surgical Technology Program.

Surplus: A department separate from the Property Control department, they handle the surplus, disposing of, selling, trading-in or cannibalizing of college assets in accordance with college surplus property rules and procedures and in accordance with any federal, state or other grant requirements. Surplus can be contacted at (801) 957-2203.

Annual Inventory Helpful Tips & Tricks

THROUGHTOUT THE YEAR

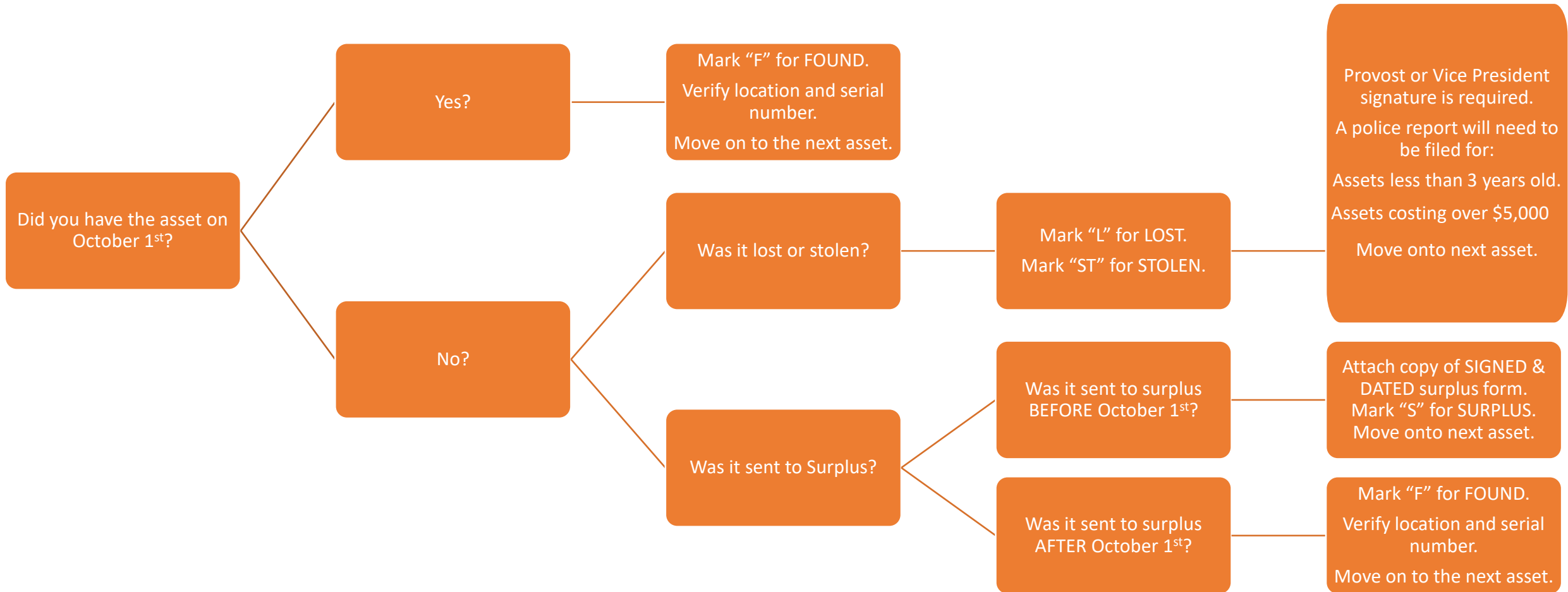
- **Save copies of all your Surplus forms.** If there is a dispute, Property Control must see a signed and dated form that shows the signature of the Surplus person who picked up the asset.
- **If you move it, speak up.** If you move any tagged asset at any time throughout the year, send an email to Cree McNulty with the asset tag number and the new location so we can update the Banner record.

DURING INVENTORY

- **Read instructions.** Included with every inventory spreadsheet is an instructions sheet – read it.
- **Allow yourself enough time to locate all your assets.** Don't wait to start the project! Inventory is distributed to custodians via an automated email from Banner on October 1st.
 - Know when staff and/or faculty are away from the college and verify their computer asset tags before they leave for the Thanksgiving break. Do not try to find everything between Thanksgiving and Christmas.
- **Sort the list.** Before you start looking, sort your inventory list by location rather than by asset tag number. Call Cree if you don't understand a room or building code.
- **Did you have the asset on October 1st?**
 - If yes, mark it "F" for found. Verify the asset has the correct location and serial number.
 - If an asset was sent to Surplus AFTER October 1st, mark it **found** because you had it on October 1st.
 - If an asset was sent to Surplus BEFORE October 1st, mark it as **surplus** and attach a copy of the signed and dated surplus form to your inventory packet.
- **If it's lost, it's lost.** It happens – we have a process for this, don't stress or delay submitting your inventory because of a lost or stolen asset. If you have any concerns, please call Cree for assistance.
- **Don't submit a book.** If you are attaching a lot of documentation – STOP – give Cree a call.
- **Ask for help.** Do this BEFORE you spend too much time trying to resolve an issue. Most issues we receive are resolved in a 3-minute phone call. Cree is happy to go with you as you verify the assets. They can't do it for you, but they'll do everything they can to help you.

If you have any questions or additional tips, please contact Cree (x4010) in Property Control.

ANNUAL INVENTORY FLOWCHART



SURPLUS & PROPERTY CONTROL FORMS

These forms can be accessed on the Property Control or Surplus webpage.

Surplus Property Form – This form is used when moving an item from your department to Surplus. This form belongs to Surplus and is sent to that department per their procedures. (see next pages for example form)

Surplus Transfer Form – This form is used when moving an item out of Surplus into your department. This form belongs to Surplus and is sent to that department per their procedures. (see next pages for example form)

Department to Department Form – This form is used when transferring ownership between departments or updating location of assets. It does NOT trigger a physical relation of the items. This form belongs to Property Control and is submitted to that department. (see next pages for example form)

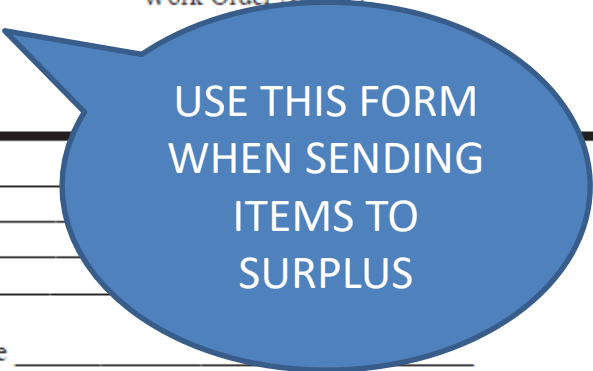


SLCC Surplus Property Form

2675 South 900 West, Salt Lake City, UT 84119

(801) 957-2203 FAX: (801) 957-2206

Work Order Number: _____



Department: _____
 Division: _____
 Building & Room No. _____
 Contact Person: _____
 Contact Phone: _____
 Best Time For Pickup (Date/Time): _____

Date: _____
 Org. Index Code: _____
 Budget Manager: _____
 Budget Manager S#: _____
 Budget Manager Signature _____

Department Information							Purchasing Services to Complete	
Line	SLCC ASSET #	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Condition (E,G,F,P,U)	Trade In Value	Location (Bldg Rm#)	Date Picked Up	Picked up by (Signed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Ensure all power cords, cable, software, etc., are included with item(s) for Surplus

Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Natalie Grange @ (801) 957-4676



SLCC Surplus Transfer Form

2675 South 900 West, Salt Lake City, UT 84119
 (801) 957-2203 FAX: (801) 957-2206

Work Order Number: _____

TO BE FILLED OUT BY SURPLUS PERSONNEL ONLY

Transferring from Surplus x2203

Contact Person in Surplus: _____

Individual Sending Signature _____

Surplus Manager Signature _____

To: Date: _____ Dir: _____

Department: _____

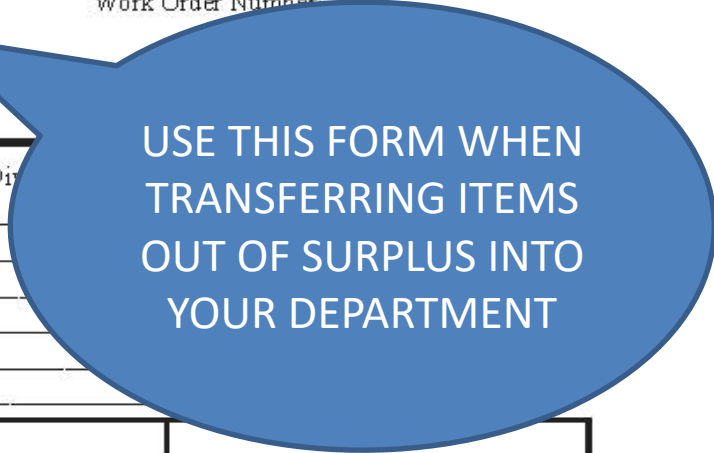
Building & Room No: _____

Contact Person: _____

Org. Index Code: _____

Budget Manager and S#: _____

Budget Manager Signature: _____



Department Information						
Line	Qty:	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Asset Number	Location to be Delivered	Delivered by (Signed)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Ensure all power cords, cable, software, etc., are included with item(s) for Surplus

Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Natalie Grange @ (801) 957-4676

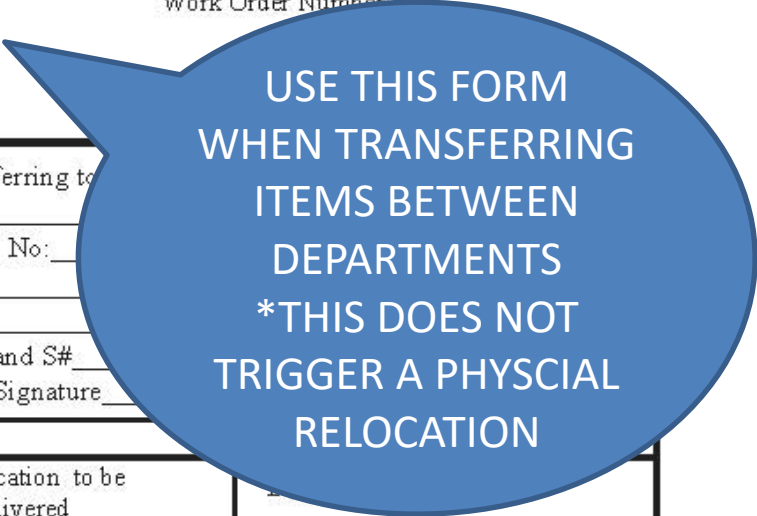
Once completed, print and send via e-mail to Surplus.



SLCC Department to Department Transfer Form

2675 South 900 West, Salt Lake City, UT 84119
(801) 957-2203 FAX: (801) 957-2206

Work Order Number _____



From: Department transferring from: _____ Date _____ Building & Room No: _____ Contact Person: _____ Ext: _____ Org. Index Code: _____ Budget Manager: _____	To: Department transferring to: _____ Date: _____ Building & Room No: _____ Contact Person: _____ Org. Index Code: _____ Budget Manager and S#: _____ Budget Manager Signature _____
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Department Information

Line	Qty:	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Asset Number	Location to be Delivered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Ensure all power cords, cable, software, etc., are included with item(s) for Surplus

Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Natalie Grange @ (801) 957-4676

Instructions for Completing Your Department's Annual Inventory Report – Due December 4, 2020.

If you would like Cree McNulty (Property Control Specialist) to help you with your inventory, call 801-957-4010 or email cree.mcnulty@slcc.edu

The purpose of the annual inventory process is to verify that you were in possession of (or knew the location of) all your tagged assets at a point in time. Your inventory list was generated to show all your assets as of October 1st. 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 December 4, 2020.

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 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 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.

*All lost or stolen assets require a Provost or Vice President signature.

*All missing assets less than three years old require a police report number.

*All missing assets costing over \$5,000 require a police report number.

**The SURPLUS code should only be used in a very limited amount of cases. If the asset was sent to Surplus BEFORE October 1st, attach the dated and signed SLCC Surplus Property Form to your inventory list. The SLCC Surplus Property Form must show the signature of Surplus employee who picked up the item(s). If the asset was sent to Surplus AFTER October 1st, mark the asset with an "F" for FOUND. If you are unsure about the Surplus status of an asset on your list, please reach out to Cree (x4010) in Property Control.

**Salt Lake Community College
Department Property Inventory Report
2020 Signature Page**

Department Name _____

Budget Center Manager Name (print)* _____

Name and signature of person who verified inventory:

Print Name

Signature

Date _____ **Ext:** _____

Name and signature of Budget Center Manager*
(Person responsible for the inventory)

Print Name

Signature

Date _____ **Ext:** _____

Signature of Provost/Vice President
(Needed for missing inventory)

Signature

Date _____ **Ext:** _____

All lost or stolen assets require a Provost or Vice President signature.
All missing assets less than three years old require a police report number.
All missing assets costing over \$5,000 require a police report number.

Police Report Number(s) _____

*** These may be different due to an Interim**

PROPERTY CONTROL

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