Equipment Inventory Procedure for COB

This is a summary of current procedure for maintaining departmental equipment inventories for items valued at more than the minimum amount (currently $2500):

• The spreadsheet inventories maintained by Property Control now are reasonably complete and will serve as the starting point for this procedure

• Each year in June, Property Control will email their inventories to the Dean's Office for verification and/or corrections.

• As new equipment is ordered, information such as purchase order number, department code, originating room number, and cost are obtained from PeopleSoft records to update the inventory maintained by Property Control.

• When new equipment is received, Property Control will record the tag number, asset identification number, description, serial number, and acquisition date, either in receiving or in individual departments (wherever the tag is placed on the equipment).

• The main source of error is in identifying the final location of new equipment. If possible, the final location will be determined when items are tagged by Property Control.

• If not, the lab manager or administrative assistant in each department will email Property Control and the Director of Administration with the final destination shortly after receipt of the equipment.

• Old equipment destined for disposal should be removed by Plant Services Movers after submission of the "Disposal of State/Federal Property Form" (on the Property Control website); this will result in the removal of the item from the official inventory; if equipment somehow is otherwise removed, Property Control will be sent a notification email.

• The College will inform the chairs, lab managers, and administrative assistants of this procedure.