Attached is the latest official equipment inventory list assigned to your area(s) of responsibility. It is essential that you maintain accurate and up-to-date records of your department’s inventory.

Instructions:

**Confirmation** – Physically confirm the location of all assets listed on the inventory report. Verify the decal number, make, model, and serial number. If any information is missing, please add to the confirmation in RED. If information is incorrect make changes on the confirmation in RED. These changes can only be made in the system by Accounting.

**Location** – Verify the location code. The location code should be a 6-digit code. If it is less than 6-digits then it has been assigned to a building. Please update the location code to a 6-digit code. Location codes can be found in the Finance Program Guide under “location code search” ([http://bf.memphis.edu/spectrum/search-locations.php](http://bf.memphis.edu/spectrum/search-locations.php)). Updates to location codes must be made through the Fixed Asset Workflow System using the “UOM Equipment Location Change” option. This does not require financial manager approval.

**Off-Campus** – Off-Campus location codes are 112688 and 112687. Items located off-campus or temporarily in the custody of an employee should be confirmed by verifying the actual location of the equipment. An Equipment Off–Campus form ([http://bf.memphis.edu/forms/equi/equi02.htm](http://bf.memphis.edu/forms/equi/equi02.htm)) must have been completed and submitted to the Accounting Office (Admin 275) for each item located off-campus. Upon the item’s return to campus, this same form should be completed and submitted to the Accounting Office.

**Update locations/transfers/deletions** – The Fixed Asset Workflow System must be used to make these types of changes and mark “WF” on the inventory report. You do not have to wait until the workflow is complete before submitting your confirmation. See instructions on the Fixed Asset Workflow system at [http://bf.memphis.edu/spectrum/fahelp.php](http://bf.memphis.edu/spectrum/fahelp.php). *(Zero Value – An item with a Net Value of $0 and is more than 5 years old may be removed by marking “ZV” next to the item. Mark “ZV” on the equipment tag/decal with a permanent marker.)*

**Missing Items** – Submit a Report of Lost or Stolen Property form ([http://bf.memphis.edu/forms/equi/equi03.htm](http://bf.memphis.edu/forms/equi/equi03.htm)) for equipment on the listing that cannot be located.

**Missing Decals** – Write “retag” in RED on the listing next to the asset number with a missing decal.

**Additions** – Please complete attached spreadsheet titled “Items in Department Not on Inventory” to request tagging of new equipment not on inventory listing. If the equipment is old, please verify through Banner FFIMAST that the equipment has not been previously disposed.

**Financial Manager** – The responsible official or designee for the Organization must sign the Inventory Confirmation Report.

Make a copy of the signed Inventory Confirmation Report and submit the original to the Accounting Office via email ([wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)); fax (901-678-3595); or campus mail / hand delivery (Admin 275) by March 31st, 2017.

We will go over the instructions during the March Focus on Finance and the Fixed Asset Workshop. The FOF Meeting is scheduled on March 16th from 1:30 to 3:00 in the UC Memphis Room 340. The Fixed Asset Workshop is scheduled for March 21, 2017 and March 29, 2017 both from 10:00 a.m. to 11:00 a.m. in the UC Senate Chamber 261. To sign up for training, please login to Learning Curve [https://bf.memphis.edu/training](https://bf.memphis.edu/training). After clicking the "Class Schedule/Registration" link, choose “Finance” from the drop down list in the upper right, and then register for the class.

If you have any questions please contact Lisa Ellis @ 901-678-4926 or [wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu). Thank you.