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** – 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** – Confirm the physical location of all assets listed on the inventory report. 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). 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) 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. (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) 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.

**Signatures** – The Financial Manager or designee for the organization and the equipment representative must sign the Inventory Confirmation Report.

Make a copy of the signed Inventory Confirmation Report for your records and submit a signed copy to the Accounting Office via email (wf-fixedasset-admins@memphis.edu) or campus mail / hand delivery (Admin 275) by **March 30, 2019**.

We will go over the instructions during the February Focus on Finance and at two additional Annual Inventory Confirmation Workshops. You may review the FOF presentation online at http://www.memphis.edu/focusonfinance/minutes.php.

The workshop sessions are scheduled for:

- February 26, 2019 2:00 – 3:00 p.m.  Admin 178
- March 6, 2019 10:00– 11:00 a.m.  Admin 178

To sign up for the workshops, please login to Learning Curve https://bf.memphis.edu/training. Click the "Class Schedule/Registration" link, choose “Finance” from the drop down list in the upper right, scroll down to “Fixed Asset Inventory Training” and register for the session of your choice.

If you have any questions please contact Darya Maksimova @ 901-678-4926 or wf-fixedasset-admins@memphis.edu.