

Southern Illinois University Carbondale

ANNUAL INVENTORY
AND
LOCATION CERTIFICATION

January 20, 2017

MEMORANDUM

TO: Unit Officers

FROM: Loren Cook, Property Control

RE: Annual Equipment Inventory

University departments are required by the State Property Control Act to conduct an annual physical inventory of equipment held within the department. The attached inventory report lists equipment held by your department as of December 31, 2016. Please verify that the equipment contained in the inventory report is physically located in the building and room to which it is assigned. **New instructions have been included on the following pages.**

As you conduct your annual inventory, we encourage you to send unneeded items to Surplus Property. You may now use the Surplus Property Pickup Request (<http://property-control.siu.edu/surplus/surplus-property-pickup-request.php>) instead of the Equipment Transfer to Surplus Property. Once the items have been collected, Surplus Property will complete all paperwork required to remove the items from your inventory.

Please submit your completed ***Annual Inventory and Location Certification*** signed by the unit officer, a listing of discrepancies and additional items, along with any additional forms to Property Control, Mail Code 6827, no later than March 13, 2017. If you have any questions, please contact Charles Vale at 536-2640 or cvale@siu.edu.

Enclosures

Southern Illinois University Carbondale

ANNUAL INVENTORY
AND
LOCATION CERTIFICATION

To: Property Control
MC 6827

From: Department Name _____
Equipment Unit Number _____

I certify that a physical inventory of the selected equipment assigned to the above named department was conducted. (Please check the appropriate line below.)

_____ The physical inventory is in agreement with the attached departmental listing, and all locations have been verified and any changes are noted on the attached listing.

_____ The physical inventory is not in agreement with the attached departmental listing. A complete listing of the discrepancies* is attached.

For any equipment listed which is not located on university property, the proper loan authorization has been approved and submitted to Property Control. In addition, the loaned equipment is being used exclusively for university purposes and in the best interests of the university.

Unit Officer Original Signature

Date

* Examples of discrepancies include:

- untagged equipment
- tagged equipment not belonging to the department
- items in need of retagging
- items not being utilized by the department
- gifts of equipment having a fair market value of \$500 or greater

All missing items should be listed on an Equipment Deletion Request, approved by the unit officer, and returned with this verification. All non-utilized equipment should be listed on an Equipment Transfer to Surplus Property Request, approved by the unit officer, and returned with this verification. These forms are available at <http://eforms.siu.edu/>.

MISSING COMPUTER INTERNAL INVESTIGATION FORM

PROPERTY CONTROL

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Contact Name: _____ Email: _____ Phone No: _____

Unit No.: _____ Unit Name: _____

Unit Officer Signature: _____ Date: _____

Computer Equipment ¹ Tag Number	Description	Did this equipment contain sensitive data ² ?
_____	_____	Yes or No
_____	_____	Yes or No
_____	_____	Yes or No
_____	_____	Yes or No
_____	_____	Yes or No
_____	_____	Yes or No
_____	_____	Yes or No

Additional
Comments
and/or
Requests

1 – Computer equipment containing a permanent storage device.

2 – Defined by the Southern Illinois University Carbondale, Information Technology [“Data Classification Policy”](#).





Inventory Instructions

✓ **Identify Your Space**

Some departments have space in multiple buildings. Make yourself aware of all occupied buildings and rooms. If you would like a map of your building contact Charles Vale (cvale@siu.edu).

✓ **Know Your Tag Numbers**

Nearly all inventoried items are marked with one of two barcode tags and have numbers greater than 350000. If your inventory report has an item listed below 350000, refer to this table for further explanation.

Tag Example	Tag Description	Do I Inventory?
	<p>These tags will have numbers between 350000 & 599999 and make up 95% of inventoried items.</p>	<p>Yes</p>
	<p>These tags will have numbers greater than 600000 and were applied at the factory by Dell. You will only find them on desktop computers.</p>	<p>Yes</p>
	<p>There are 1300 items with tag numbers below 350000 across campus. If you have any of these on your inventory listing the item will either have this stamped metal tag or the number will be etched or written.</p>	<p>Only if the item is on your inventory list.</p>
	<p>Blue tags are not on your inventory and have no number assigned by Property Control.</p>	<p>No</p>

Inventory Instructions

✓ **Go Room-by-Room**

Keep a record of locations as you inventory each room. Use the map to mark off each location as you go.

✓ **Record ALL Tag Numbers**

As you go room-by-room, make a list of **ALL** inventory tag numbers. This may include items not listed on your inventory. Remember we are doing the University's inventory together. If you find an item that does not belong to you it may be lost by another department. If you have access to a barcode scanner this can be a great tool to collect the inventory numbers.

✓ **Identify Surplus Items**

Make note of any items you no longer need. Visit the Property Control website and complete the Surplus Property Pickup Request form (<http://property-control.siu.edu/surplus/surplus-property-pickup-request.php>). Once the items have been collected, Surplus Property will complete all paperwork to remove the items from your inventory.

✓ **Compare to Inventory Listing**

Once you have collected all inventory numbers in your location, match them to your inventory list.

✓ **Note Discrepancies**

As you match the collection of tag numbers to your inventory list, make a note of all discrepancies in the first column of the inventory spreadsheet (See example below). **Do not** make changes to any other columns in the spreadsheet or highlight discrepancies.

Inventory Instructions

✓ **List Additional Items**

If you have additional items that are not found on your inventory spreadsheet, list them on a separate page to be submitted with your inventory. Be sure to note their location and a short description.

✓ **Search for Missing Items**

Look for any items not located on your first pass-through. If you need additional information call or email Charles Vale in Property Control (536-2640 or cvale@siu.edu).

✓ **Report Your Results**

Return the following to Property Control (mailcode: 6827) by **March 13th, 2017**

- **Location Certification Form** signed by the Unit Officer
- **Inventory Listing** (*of only items containing discrepancies*) may be submitted one of two ways.
 - Email the entire listing to Charles Vale (cvale@siu.edu)
 - Mail a printed copy of the list. Include only items with discrepancies and only print columns A-G (Notes – Description). Print landscaped and turn on gridlines to make it easier on our eyes.
- **Equipment Transfer Requests** to move items to a different unit. (<http://eforms.siu.edu/siuforms/info/acs0301.php>)
- **Equipment Deletion Requests** to report items lost or stolen. (<http://eforms.siu.edu/siuforms/info/acs0303.php>)
- **Missing Computer Internal Investigation Form** must be submitted for all missing computer equipment containing permanent storage.
- **Listing of Additional Items** not found on your inventory (*Note: this list will be used to help other departments find missing items.*)

20551 - COLLEGE OF EDUCATION AND HUMAN SERVICES						
NOTES-List Discrepancies Below	TAG NO	OLD TAG NO	BUILDING	ROOM	ASSET NO	DESCRIPTION
Description Update: TV/VCR COMBO 27" PANASONIC	C419144		000044	00210C	2088619	TV/VCR COMBO 13" PANASONIC
Loan to John Doe see attached Loan Form	C407957		000044	00210B	2070056	COMPUTER DUAL WORKSTATION HIGHSMIT
Location Change Bld. 44 Rm. 115	C328154		000023	00017	2024887	A/C COMFORTAIRE WW363HE
Lost see attached Deletion Request	C365806		000044	00115	2040065	KIT RETROFIT NOVA 5001818
Transfer to unit 23005 see attached Transfer Request	C399351		000044	00102M	2039898	CREDENZA KNEESPACE HIGH PT MAHOGANYDEW862