January 26, 2018

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, 2017. 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 16, 2018. 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:
  - Missing equipment
  - Untagged equipment
  - Tagged equipment not belonging to the department
  - Items in need of retagging
  - Items not being utilized by the department

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 reported via the Surplus Property Pickup Request (http://property-control.siu.edu/surplus/surplus-property-pickup-request.php).
MISSING COMPUTER INTERNAL INVESTIGATION FORM
PROPERTY CONTROL
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Contact
Name:___________________________________   Email:___________________    Phone No:_____________

Unit No.:_________________ Unit Name:_______________________________________________________

Unit Officer Signature:__________________________________________  Date:_______________________

<table>
<thead>
<tr>
<th>Computer Equipment(^1) Tag Number</th>
<th>Description</th>
<th>Did this equipment contain sensitive data(^2)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes or No</td>
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<td></td>
<td>Yes or No</td>
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<td>Yes or No</td>
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<td>Yes or No</td>
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<td></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

Additional Comments and/or Requests

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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.

<table>
<thead>
<tr>
<th>Tag Example</th>
<th>Tag Description</th>
<th>Do I Inventory?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Tag Example" /></td>
<td>These tags will have numbers between 350000 &amp; 599999 and make up 95% of inventoried items.</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image2.png" alt="Tag Example" /></td>
<td>These tags will have numbers greater than 600000 and were applied at the factory by Dell. You will only find them on desktop computers.</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image3.png" alt="Tag Example" /></td>
<td>There are 1195 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.</td>
<td>Only if the item is on your inventory list.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Tag Example" /></td>
<td>Blue tags are not on your inventory and have no number assigned by Property Control.</td>
<td>No</td>
</tr>
</tbody>
</table>
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.

✓ Loaned Equipment
   A copy of all current and expired loans will be sent to your unit officer. Verify the accuracy of these documents and take the steps to renew or cancel all outstanding loans. If you find new items have been loaned, complete a new Equipment Loan Request form (http://eforms.siu.edu/siufoms/info/acs0302.php) and return it with your completed inventory.
Inventory Instructions

✔ **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.

✔ **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).
Inventory Instructions

✓ Reporting Your Results

Return the following to Property Control (mailcode: 6827) by March 16th, 2018

EMAIL – to Charles Vale (cvale@siu.edu)

- Inventory Listing
  
  Email the entire listing to Charles Vale (cvale@siu.edu)

CAMPUS MAIL – to Property Control MC: 6827

- Location Certification Form signed by the Unit Officer
- Equipment Transfer Requests to move items to a different unit.
  
  (http://eforms.siu.edu/siuforms/info/acs0301.php)
- Equipment Deletion Requests to report all items lost or stolen.
  
  (http://eforms.siu.edu/siuforms/info/acs0303.php)
- Missing Computer Internal Investigation Form is required along with an Equipment Deletion Request for all missing computer equipment containing permanent storage.
  
  (https://property-control.siu.edu//resources-e-forms/e-forms.php)

- Listing of Additional Items not found on your inventory
  
  (Note: this list will be used to help other departments find missing items.)
<table>
<thead>
<tr>
<th>TAG NO</th>
<th>OLD TAG NO</th>
<th>BUILDING</th>
<th>ROOM</th>
<th>ASSIGNED TO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C419777</td>
<td>000044</td>
<td>00123</td>
<td>2039948</td>
<td>WORK SURFACE CORNER</td>
<td>HAWORTH SKF6-304</td>
</tr>
<tr>
<td>C419778</td>
<td>000044</td>
<td>00123</td>
<td>2039948</td>
<td>FILE TRANS</td>
<td>HAWORTH STQ6-3072</td>
</tr>
<tr>
<td>C420294</td>
<td>000044</td>
<td>00115</td>
<td>2039986</td>
<td>REFRIGERATOR</td>
<td>CROSLEY C22AEKH</td>
</tr>
<tr>
<td>C420299</td>
<td>000044</td>
<td>00115</td>
<td>2039986</td>
<td>FILE 5-HI LATERAL</td>
<td>HAWORTH LFRS-542-LDO</td>
</tr>
</tbody>
</table>

- **Stolen**
  - C422426: 000044 00110 2039980 CAMCORDER DIGITAL SONY

- **Lost**
  - C439133: 000044 00219 2136889 DRIVE 80GB D2 FIREWIRE EXTERNAL 7200 RPM Lacie
  - C439134: 000044 00219 2136889 DRIVE 80GB D2 FIREWIRE EXTERNAL 7200 RPM Lacie

- **Transfer to: Workforce Ed. Unit 20560**
  - C478939: 000044 00135D 2199633 COMPUTER IMAC APPLE
  - C478940: 000044 00210B 2199270 COMPUTER IMAC APPLE

- **Loaned to: James Smith**
  - C478957: 000044 00110B 2199464 COMPUTER OPTIPLEX 755 DELL
  - C478961: 000044 00102A 2199466 COMPUTER OPTIPLEX 755 DELL

- **Location Change: Bld. 44 Rm. 110B**
  - C478967: 000023 00108 2199486 COMPUTER OPTIPLEX 755 DELL

- **Room Change: Rm. 110B**
  - C478988: 000044 00117 2199830 MONITOR 24" WIDESCREEN FLAT PANEL DELI

- **Desc. Change: SHREDDER C420 FELLOWS**
  - C47899: 000044 00108I 2199418 POWERSHRED C420 FELLOWS
  - C479: 000044 00115 2199419 PRINTER LJ4250N HP