

Southern Illinois University Carbondale

ANNUAL INVENTORY
AND
LOCATION CERTIFICATION

February 1st, 2023

MEMORANDUM

TO: Unit Officers

FROM: Eric Jones, Property Control

RE: Annual Equipment Inventory

University departments (units) are required by the State Property Control Act to conduct an annual physical inventory of equipment held within each unit. The attached inventory report lists equipment held by your unit as of December 31, 2022. Please verify that the equipment contained in the inventory report is physically located in the building and room to which it is assigned.

Please note in October 2022 you were notified that Property Control would begin deleting depreciated assets from the university's inventory records. As you review your 2023 annual inventory listing, you should notice a decrease in the overall number of assets listed. It is our hope that this will aid you in completing your inventory and allow each unit to focus on the remaining items.

While it is our intention to ease the burden of inventory keeping, please keep in mind the following:

- The Illinois Department of Central Management Services requires agencies to maintain a loss percentage below 1%. Due to the inventory reduction, each of the remaining items will account for a larger percentage of your total inventory.
- The State Property Control Act does not allow for the removal of high theft items regardless of acquisition date. These items will remain on your inventory until surplus or properly disposed of. No computer equipment including desktops, laptops, tablets, and servers was removed from inventory.

As you conduct your annual inventory, we encourage you to send unneeded items to Surplus Property. You may use the Surplus Property Pickup Request (<http://property-control.siu.edu/surplus/surplus-property-pickup-request.php>). 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 (**no delegate signatures please**), a listing of discrepancies and additional items, along with any other forms to Eric Jones, propertycontrol@siu.edu, no later than **March 15, 2023**. Please see the attached Inventory Instructions, which describe how to submit your completed inventory. If you have any questions, please contact Eric Jones at propertycontrol@siu.edu or 536-2635.

Enclosures

Southern Illinois University Carbondale

ANNUAL INVENTORY
AND
LOCATION CERTIFICATION

To: Property Control

From: Unit Name _____
Unit Number _____

I certify that a physical inventory of the equipment assigned to the above named unit was conducted, and any discrepancies* have been reported. I also certify that proper loan authorization has been approved and submitted to Property Control for any equipment listed that is not located on university property. 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:

- Location Changes
- Missing equipment
- Untagged equipment
- Tagged equipment not belonging to your unit
- Items in need of retagging
- Items not being utilized by your unit

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>).

Inventory Instructions




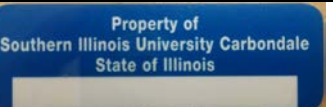
Taking Inventory

Identify Your Space

Some units have space in multiple buildings. Make yourself aware of all occupied buildings and rooms. If you would like a map of your building contact Eric Jones (propertycontrol@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, the item may not have a physical tag or it may be one of the few stamped tags shown in the example below.

Tag Example	Tag Description	Do I Inventory?
	These tags will have numbers between 350000 & 599999 and make up the majority of inventoried items.	Yes
	These tags will have numbers greater than 600000 and were applied at the factory by Dell. You will only find them on desktop computers.	Yes
	There are still 40 items with active 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.	Only if the item is on your inventory list.
	Blue tags are not on your inventory and have no number assigned by Property Control.	No

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 over 350000. 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 unit. If you have access to a barcode scanner, this can be a great tool for collecting 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.

Inventory Instructions

Note Discrepancies

As you match the collection of tag numbers to your inventory list, note all discrepancies in the first column of the inventory spreadsheet (See example on the next page). Do not make changes to any other columns in the spreadsheet. Do not use the first column for interdepartmental or personal notes; this area is only to be used for notes to Property Control.

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, email or call Eric Jones in Property Control (propertycontrol@siu.edu or 536-2635). If you are missing a computer device, contact your department's Desktop Support staff member for help.

Loaned Equipment

Equipment placed on loan should have the building number "00LOAN" listed on your department's inventory listing. If you find new items have been loaned, complete a new Equipment Loan Request form and return it with your completed inventory.

A copy of this form can be found here: (<http://eforms.siu.edu/siuforms/info/acs0302.php>)

Reporting Your Results

Return the following to Property Control (propertycontrol@siu.edu) via email by **March 15th, 2023**

- **Inventory Listing Spreadsheet**

- **Annual Inventory and Location Certification Form** signed by the Unit Officer.
Note: Delegate or proxy signatures will not be accepted.


- **Equipment Transfer Requests** to move items to a different unit. This form is only required when moving items between units: (<http://eforms.siu.edu/siuforms/info/acs0301.php>)
Note: Location Change Requests are not needed during inventory. Location Changes can be noted in the NOTES column of the inventory listing spreadsheet.

- **Equipment Deletion Requests** to report all items lost or stolen. This form is only required when items have been lost or stolen: (<http://eforms.siu.edu/siuforms/info/acs0303.php>)
Note: Lost or stolen computers must also be reported to the Department of Public Safety, and a police report number must be noted on the Equipment Deletion Request.

- **Listing of Additional Items** not found on your inventory. This list will be used to help other units find missing items.

Inventory Instructions

Enter updates in the first column only. These notes are for **Property Control ONLY**.



20551 - COLLEGE OF EDUCATION AND HUMAN SERVICE						
NOTES-List Discrepancies Below	TAG NO	OLD TAG NO	BUILDING	ROOM	ASSET NO	DESCRIPTION
	C419777		000044	00123	2039944	WORK SURFACE CORNER HAWORTH SKF6-304.
	C419778		000044	00123	2039984	WORK TRANS HAWORTH STQ6-3072-C
	C420294		000044	00115	2039986	REFRIGERATOR CROSLEY C22AEXH
	C420299		000044	00115	2039987	FILE 5-HI LATERAL HAWORTH LFRS-542-LDO
Stolen	C422426		000044	00110B	2039980	CAMCORDER DIGITAL SONY
	C422430		000044	00110C	2039983	CAMCORDER DIGITAL SONY
Lost	C439133		000044	00210	2136889	DRIVE 80GB D2 FIREWIRE EXTERNAL 7200 RPM LACIE
	C439134		000044	00210E	2136899	DRIVE 80GB D2 FIREWIRE EXTERNAL 7200 RPM LACIE
Transfer to: Workforce Ed. Unit 20560	C478939		000044	00135D	2199633	COMPUTER IMAC APPLE
Loaned to: James Smith	C478940		000044	00210B	2199270	COMPUTER IMAC APPLE
	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
	C478989		000044	00108D	2199467	MONITOR 24" WIDESCREEN FLAT PANEL DELI
	C478991		000044	00115	2199468	MONITOR 24" WIDESCREEN FLAT PANEL DELI
Desc. Change: SHREDDER C420 FELLOWES	C478975		000044	00108I	2199418	POWERSHRED C420 FELLOWES
	C479177		000044	00115	2199419	PRINTER LJ4250N HP