

Inventory Control

User Guide
October 2018



Welcome To Inventory Control

Mission

The mission of the University of Nevada – Las Vegas Inventory Control office is to identify, mark, and inventory, moveable property with an original acquisition cost of \$5,000 or greater and sensitive equipment, per the policies and goals put forth by UNLV and NSHE Procedures and Guidelines Manual Section 2, Part 8 & 9.

Purpose

The Purpose of this User Guide is to walk you through the steps necessary to ensure proper accountability and tracking of equipment. The topics covered will include: ensuring the appropriate equipment are bar coded, per Board of Regents' policy, and conducting annual inventories.

Our services include:

- Identifying and bar coding equipment.
- Maintain the official master equipment inventory for the University.
- Completing training for data entry into Assetworks, by the department's.

Applicability

This User Guide serves as a source of instruction and reference to UNLV administrators, supervisors, and staff for uniform Inventory Control procedures.

References

[NSHE Procedures and Guidelines Manual Section 2, Part 8 – Disposal of Surplus Equipment](#)

[NSHE Procedures and Guidelines Manual Section 2, Part 9 - Equipment Inventory](#)

[UNLV Foundation Gift in Kind Policies and Procedures](#)

[UNLV Purchasing Policies](#)

[UNLV Surplus Property Policy](#)

[OMB Circular A-21, specifically section J.14 and J.18](#)

[OMB Circular A-110, specifically sections 33 and 34](#)

[Federal Acquisition Regulations \(FAR\), specifically parts 45 and 52.245](#)

Contact

Questions concerning this Guide should be addressed to the Inventory Control Office at

Glenn 702-895-0859

Mike 702-895-0797

Property Control 702-895-0864

or property@unlv.edu.

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General Information

Hours

Monday - Friday, 8 a.m. - 5p.m.

Closed on weekends and holidays.

Location

Campus Service Building Room 201

Mailing Address

Our campus address is:

Inventory Control Office

CSB – 201

Mail Stop 1044

4505 S. Maryland Parkway

Las Vegas, NV 89154-1044

Phone Numbers:

General information regarding: barcoding an asset, inventory problem, etc.

Office - (702) 895-0859

Fax - (702) 895-1449

Web page

<https://www.unlv.edu/units/property-control>

Email Address

property@unlv.edu

Responsibility

Department Head

The Department Heads are principally responsible for stewardship of university assets under their control. The Department Heads are also responsible for the completion of all additions, deletions, and material changes in condition of equipment within their unit, to the Inventory Control Office via Assetworks.

Inventory Control

Inventory Control is responsible for basic safeguarding and physical security, compliance with university, state, and federal record keeping requirements, keeping assets in good working condition, and using them safely and properly.

Inventory Control is also responsible for tagging equipment, maintaining the master file of University equipment and providing guidance to the other departments on proper control techniques.

Inventory Control and Stewardship

Definition and Identification

Title 4, Chapter 10, of the Board of Regents Handbook provides that **Equipment** is anything tangible, other than real property, with a useful life of more than two years and a value equal to or more than an amount determined by the respective purchasing department. The current threshold for capital equipment is an acquisition cost of \$5,000 or greater and sensitive equipment.

Capital Equipment

Capital assets are property classes that NSHE requires to be reported to the each fiscal year. These assets have an acquisition cost of \$5,000 and greater.

Sensitive Equipment

- Computers, Tablets, and, laptops. Regardless of value.
- Cellphones
Drones
- Firearms and Tasers. Regardless of value.

Sensitive equipment, per the policies and goals put forth by UNLV and NSHE Procedures and Guidelines Manual Section 2, Part 8 & 9.

Federally Owned Equipment

Equipment owned by the Federal Government shall be identified to indicate Federal ownership so that such marking complies with OMB Circular A-110, Subpart, and Section 34 and with Federal Acquisition Regulation, Subpart 45.5.

Request For Barcoding

If equipment has been delivered to the department, without an inventory control identification tag assigned to it, and it meets the threshold for bar-coding, the department is required to complete a **Request For BarCoding** form at: [Google Form](#) or contact Inventory Control at 702-895-0859 or email at property@unlv.edu. Any sponsored grants or research equipment will be identified by a 2.Gxxxxx identification tag.

Use of Equipment

University equipment is to be used solely for University activities or for activities approved and sponsored by the University. The loan of equipment to employees for personal use is expressly prohibited.

Changes in Equipment Location

If the department wants to move their equipment (floor-to-floor, building-to-building, etc.), they must use Assetworks. Personnel must complete the Assetworks training, in order to do Equipment/Asset Move. The Link to Assetworks is: <http://assetworks.com/login>.

Equipment Located Off Campus

Any equipment that an employee or individuals, affiliated with UNLV, is loaned personally, to use off-campus for business use, must complete an **Equipment Loan Agreement (ELA)** Move form, to ensure proper accountability. The ELA must be submitted through the Assetworks. Personnel must complete the initial Assetworks training, in order to submit an check-in and check-out (ELA) Move. The ELA is valid for 1 year. A new ELA will have to be submitted, if the equipment is still being used off-campus. All equipment located at off-campus sites and used for institutional programs, must be inventoried and maintained in the same manner with an Equipment Loan Agreement completed as equipment on campus. If the institution does not control the site, written agreements must be in place with the organization that owns or controls the site. The link to the Assetworks is: <http://assetworks.com/login> Loans of equipment to not-for-profit and non-political entities may be made if it is determined to be in the best interest of the institution and the public good. All loans must be documented in writing, including which entity is responsible for maintenance, and approved by the President. Each President shall submit to the Chancellor annually a list of loaned equipment. An ELA Move can be utilized for documentation of an equipment loan.

Donations

Direct acquisition of equipment by a department through donation should be reported in writing by the UNLV Foundation Department. The report from the Foundation should include estimated fair market value of the donated equipment.

Personal Property

Any person bringing personal property onto University premises retains sole responsibility for such personal property. The University is not responsible for the loss, theft, damage, or destruction of non-University property.

Transfer of Equipment

By mutual consent, one department may transfer equipment to another department. If both departments are under the same division, then the division can transfer the equipment, changing the equipment to the new department by having the designate person using Assetwork to transfer.

If the departments are not under the same division, then the department that wants to transfer the equipment will transfer to new department and Assetwork will send email to new department and it up to new department accept or decline transfer asset :

- Equipment description with the asset number.
- Gaining department.
- Gaining department Chair/Dean.
- Gaining department contact, with phone number.
- New building and room location for the equipment.

Bar Coding

All capital or sensitive equipment delivered to the Central Receiving dock will be bar coded by an Inventory Control employee. However, not all equipment received at the receiving dock can be bar coded by our staff, typical exceptions include:

- Equipment that is packaged in a manner, that results in Inventory Control personnel being unable to access the equipment (e.g., merchandise in wooden crates, merchandise sealed in bolted cartons, etc.).
- Capital equipment set up as a lot purchase or equipment sent as part of a larger system.
- Special request by department / vendor / sales representative, not to open or disturb packing.

Once equipment is delivered and set up, the department must notify Inventory Control, as soon as possible. Once the equipment has been bar coded the Inventory Control Office, will add the equipment to department's inventory, by data entry into the Workday, for financial reporting.

Untagged Equipment

Identification tags will not be affixed to carpets, drapes, paintings, portraits, specimens, collections, films, mattresses, and items of extremely small size, or items which would be defaced by the attachment of a tag. Items in this category will be assigned an inventory control number and will be accounted for in the same manner as bar coded items. Also, any piece(s) of equipment(s) that is purchased by the university and is considered to be "Installed Equipment", by Inventory Control, will not be inventoried. Installed equipment is considered to be firmly and permanently connected to the floor, wall, ceiling, or roof of a building. This is considered a fixture and not equipment.

Annual Equipment Inventories

The University is required by Board of Regents Policy; to make an annual count of all University equipment that met the threshold at the time of purchase. Today threshold of accountability is valued \$5,000.00 or more, including sensitive equipment. The Inventory Control office is responsible for assuring compliance in this area. The inventory system maintained by the Inventory Control office is the official university record of fixed assets. Accuracy of the information depends on the responsible departments to complete the appropriate process in Assetworks equipments status properly.

To maintain an accurate inventory list, the responsible department should attempt to update all equipment changes as they occur. Inventory Control will make three attempts email to the department, to conduct its annual equipment inventory. This is due to the shortage of personnel in the Inventory Control office and the number of departments on campus.

Shortages

It is the responsibility of each department head to reconcile a "shortage list" of all equipment not found during these periodic counts in a timely manner. Any equipment that cannot be located, after an exhaustive search, must be listed on the official shortage list by the University department and written off as "Lost." The department head is responsible for final accounting of items of equipment not found on inventory.

Trade-In, Loss, Theft

Trade-In - University equipment maybe traded in when purchasing new equipment.

Department heads should report any equipment traded in to the Inventory Control office

(Never attempt to transfer an existing tag to new equipment). University policy requires supporting documentation from vendors be attached to the equipment traded-in. Documentation for both the equipment being traded-in AND the equipment being traded for are required. Required documentation for equipment being traded-in includes:

- Inventory Control Tag Number, cost of equipment, description and trade-in value received. Required documentation for equipment being traded for includes: Purchase Order Number, cost of equipment being purchased, and description. If the proper supporting documentation is not submitted, the equipment being traded-in will remain on inventory and the department will retain responsibility for the equipment.
- Loss, Theft, Destruction, Other Cause - When an University equipment is lost, stolen, destroyed, or missing through any other cause, the department head should request relief from responsibility for that equipment within 10 days. An employee may be held responsible for the value of any item of equipment lost, stolen, damaged or destroyed through his/her negligence.
- For Lost items, additional information will be required and included in the explanatory letter.

What are the circumstances for the lost item? What procedure or safeguard will be implemented to stop future incidents of lost equipment in the future?

If the item was purchased from federal funds, please notify the Office of Sponsored Programs (OSP) and provide the missing asset information along with documentation of the fair market value so that OSP can notify the sponsoring agency, if necessary.

How long has this item been lost?

Has a Police report been submitted for the item?

- In requesting relief from responsibility, an explanatory letter containing all pertinent details, signed by the responsible person, department head, and dean or division head, must be attached to the request form. Also, in the case of thefts, the police report number from the campus police or a copy of the report from the law enforcement agency having jurisdiction must be attached.

Frequently Asked Questions

Can I bring personal property on to the UNLV campus for use?

Any person bringing personal property onto University premises retains sole responsibility for such personal property. The University is not responsible for the loss, theft, damage, or destruction of non-University property.

Our department had a theft and a piece of equipment was stolen, what do we need to provide to the Inventory Control office?

After obtaining a police report number from campus police and documentation to Inventory Control. Inventory Control will removed from the department's inventory and include the police report number. If the theft occurred off-campus, an explanatory letter containing all pertinent details, signed by the responsible person, department head, dean or division head and a copy of the police report from the law enforcement agency having jurisdiction. Also, contact Michael Means, in the Risk Management & Safety Office at 702-895-5735, for insurance purposes.

My department received a new piece of equipment that was sent directly to our department and it needs a barcode. How do we get a barcode?

Complete a request for Bar Coding form. You can obtain an electronic Request for Bar-coding from at the link below: [Google Form](#).

The Inventory Control office can meet with you, to barcode the equipment.