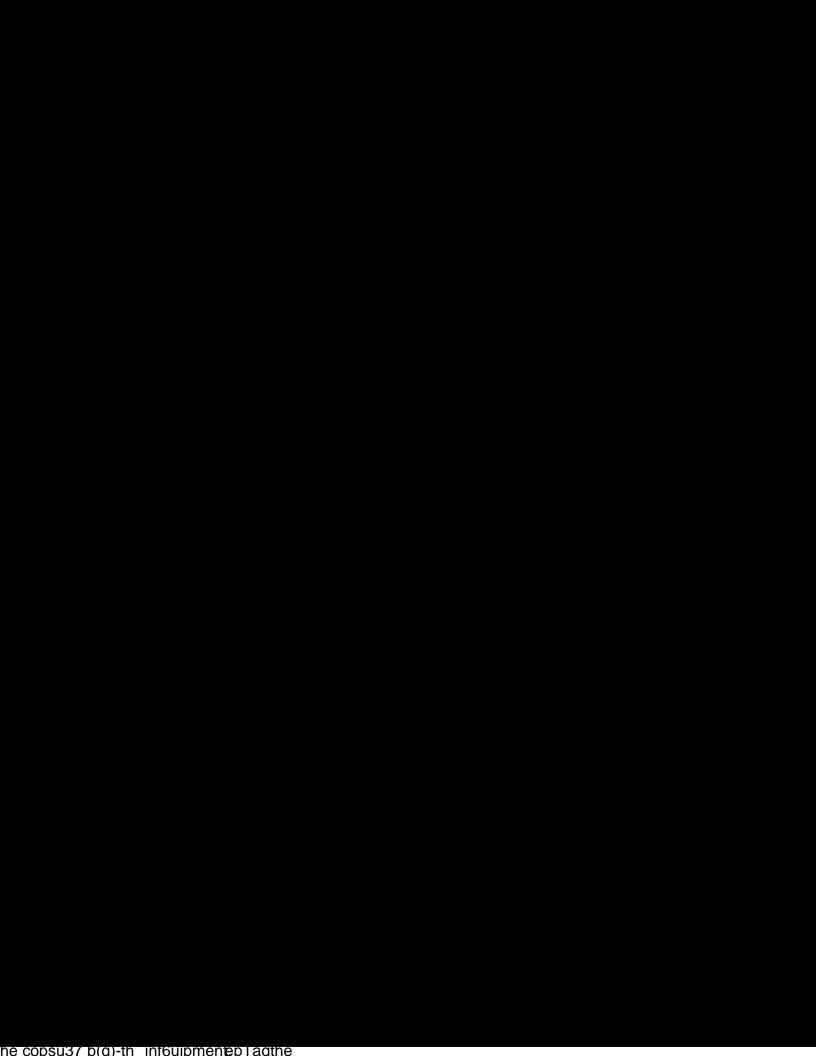
and departments yearly. These units are responsible for assisting the PFA in resolving any discrepancies identified in the inventory report.

Capital Equipment Procedure

Account Numbers

The general ledger accounts listed below are used for purchased equipment that meets the capital equipment definition. The PFA will be alerted via Banner when a unit processes a purchase order or invoice with these accounts.

Account	Title	
781200		



via the Universitys bi-weekly newsletter, % he Bridge+. If the equipment can be taken

If the person responsible for capital equipment leaves during the year, the accountable department should take a physical inventory before their departure. An Excel listing of the departments inventory can be downloaded from Data Insights at any time throughout the year.

Annual Audit:

Any time during the year, the PFA will visit the department and verify on a sample basis, that the capital equipment is in good condition and the equipment location is correctly recorded. If discrepancies are found, the unit Budget Officer should work with the PFA

Annual Inventory:
Asset Tagging Request (ATR):
Schedule:
Quarter #1: Send Out . August 1 st Due Back .

Appendix A

Quarter #2:

Send Out . November 1st Due Back . November 31st

Organization Unit Department

1020 Student Affairs & Incl Excellence

1040 Housing and Residential Education

1050 Office of Graduate Education

1080 Natural Sciences and Mathematics

1090 Daniels College of Business

1100 Sturm College of Law

1255 Registrar

1260 Centers & Institutes

1300 Institutional Priorities

2020 Campus Safety

2110 Facilities Planning & Management

2510 Information Technology

5010 Advancement

5810 Mountain Campus

Quarter #3:

Send Out . February 1st Due Back . February 28th Organization Unit Department

1060 Arts & Humanities/Social Sciences

1075 Ritchie School of English & Computer Science

1120 Morgridge College of Education

1131 Fisher Early Learning Center

1132 Ricks Center

1140 Graduate School of Prof Psychology

1150 Joseph Korbel School of International Studies

1160 Graduate School of Social Work

1170 University College

1210 Office of Research & Sponsored Programs

1230 University Libraries

Quarter #4:

Send Out . May 1st Due Back . May 31st

Organization Unit Department

1010 University Adjustment

1030 University Health & Counseling Serv

1251 Provost

1253 Undergraduate Academic BDC q0.0iversity H2 TJETQ EMC /Span ◆ 612DC q0.000009

Appendix B

