

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 University's bi-weekly newsletter, ~~The 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 department's 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

Appendix A

Annual Inventory:

Asset Tagging Request (ATR):

Schedule:

Quarter #1:
Send Out . August 1st
Due Back .

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

iversity H2 TJETQ EMC /Span 612DC q0.000009

Appendix B

