

Why do we need to track property?

- Ensure proper handling and disposal.
- *Reporting obligations*: Funding agencies, financial statements, cost analysis and DOT.
- Liability considerations.
- Federal and state requirements (AS 36.30.005, AS 14.40.491 OMB Circular A-110, and OMB Circular A-21).

What property do we inventory?

- Purchases costing \$5000 or more (total cost).
- Sensitive items (transportation equipment and weapons) .
- What is typically used for scanning and validating in inventory management?
- *Barcode scanners*: Handheld devices that scan barcode labels on items.
- *Mobile devices*: Smartphones or tablets equipped with scanning apps for inventory management.

What if my item is not scannable?

- *Use Alternative Methods*: If a barcode or tag is unreadable, consider using alternative methods for identification and tracking.
- *Manual Entry*: Enter the item's details manually into the inventory system using a keyboard or scanner.
- *Serial Number*: Use the item's serial number or unique identifier to track it in the inventory system.
- *Description*: Use a detailed description of the item to locate it in the inventory system.
- *Report*: Items not tagged report to the property coordinator of the department that the item has been located so can be manually marked in the system.

How do I Update or Replace Tags?

Where are the inventory lists located?

- All inventory lists are accessible on the UAF shared drive under property inventory.
- There is a tab for each department.
- If you're having any trouble accessing or finding these drive locations, please contact the UAF property office email or phone: 907-474-6143 or uaf-property@alaska.edu.

There are things on my list that need to be corrected in some way?

- Email the property office of what needs to be fixed: ajames19@alaska.edu or uaf-property@alaska.edu.

