- 1. 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 (AS36.30.005, AS14.40.491 OMB Grcular A-110, and OMB Grcular A-21)
- 2. What property do we inventory?
 - Purchases costing \$5000 or more (total cost)
 - Sensitive items (transportation equipment and weapons)
- 3. 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
- 4. 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.
- 5. How do I Update or Replace Tags?
 - If an item is missing a tag, or a new tag is needed, email the UA property for new tags.
 - <u>uaf-property@alaska.edu</u>
 - Ensure that the new tag is properly encoded and adheres to the item for readability.
- 6. Where to place tags on items?
 - Please see attached <u>memo tag placement.doc</u>
- 7. 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 property office email or phone.
 - <u>uaf-property@alaska.edu</u> or 907-474-6143

- 8. There are things on my list that need to be corrected in some way?
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- 14. What are the adequate progress expectations?
 - All inventory should be finished no later than December 31st
 - Inventory Time Frame:
 - The time frame of how long a department has to get inventory scanned is based on how many items are on your department inventory:

1 to 50 items	3 day
51 to 199 items	1 week
200 to 399 items	2 weeks
400 and above	3 weeks

15. Is storage space available?

- UAF offers storage space at the Aurora Facility.
- For on campus storage at the Aurora Facility fill out the request form below and email to <u>fdbedel@alaska.edu</u>
- <u>Storage Space</u> form