

# UCSC PHYSICAL INVENTORY PROCEDURE

## DUE ANNUALLY - APRIL 1

**Summary:** Learn what you need to know before completing a physical inventory of equipment in your care and custody. This version of the procedures is also available here so you can print additional copies as needed.

Each year Equipment Management (EM) distributes a copy of the EQ920 report of physical inventory of equipment owned by or in the custody of UCSC. These reports are sorted by custody code and sent to the responsible campus unit. Return an annotated and signed copy to the Equipment Management office on or before the due date. Retain a copy of the completed report in your unit.

**Since there are a number of steps involved in taking the physical inventory, it is recommended that you begin by reviewing this entire procedure and start the process as early as possible in order to meet the return deadline.**

### INSTRUCTIONS FOR COMPLETING THE PHYSICAL INVENTORY:

- 1) LOCATE AND VERIFY: Physically locate each item listed by property number and verify the recorded information.
  - Verify, enter, or update the building and room information where the item is located. Please use the building number whenever possible. Also, please note that the room information field is limited to 6 characters. Location changes may be made by lining through the old number(s) and writing in the new number(s).
  - Record the serial number if not already listed. NOTE: The serial number field in the equipment database is limited to 12 characters. If the actual serial number is more than 12 digits, only the last 12 digits will appear on this list. Hyphens, spaces, and any zeros at the beginning of a serial number are not keyed in.
  
- 2) COLUMN ENTRY:
  - **CONDITION:** Current conditions codes are printed on the report if this information was on record at the time of printing. Indicate an updated condition code by lining through the existing code and writing in the new one. If blank, enter the general condition of the equipment, using the following 2-character alphanumeric codes that can be found on the signature page of each EQ920 report. Please be sure to include both characters.

<u>First Character</u>	<u>Second Character</u>
N - New	1 - Excellent
E - Used, Reconditioned	2 - Good
O - Used, without reconditioning	3 - Fair
R - Repairs needed	4 - Poor

For example, E1 stands for equipment that is used, reconditioned and in excellent condition. N (New) should be used for new (not used) equipment acquired during the previous fiscal year.

- 3) DESTROYED EQUIPMENT: If any equipment has been destroyed since the EQ920 was printed, reference the EIMR number in the right margin. If you wish to discard or cannibalize (part out) damaged equipment, you may write "request disposal" in the right margin. EIMRs are not required during the physical inventory process. Please wait two weeks before disposing of equipment and assume transaction is approved unless notified otherwise by Equipment Management within two weeks. After requesting disposal, properly discard the equipment or mark it if used for parts (e.g., tape note to item stating "removed from inventory - parts only"), to preclude repeated requests to discard.

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- 4) **STOLEN EQUIPMENT:** Please write “stolen” and the police report number near the property number. A copy of the police report should be submitted to Equipment Management if possible. A Property Loss Report, available from Risk Services at <http://risk.ucsc.edu/forms> with the police report number filled in is also acceptable.
- 5) **FOUND EQUIPMENT:** On the listing or on an attachment, write the property number (if available) or the description, manufacturer, model number, and serial number of any piece of equipment found in your area that is not on your EQ920. Our office will follow up on these items.
- 6) **LOST EQUIPMENT:** If any equipment on your listing cannot be physically located by April 1 and is presumed lost, a separate listing of the property numbers and descriptions, and signed by the department or division head, must be attached to the EQ920. (NOTE: This equipment will not be officially removed from the inventory unless a formal disposal request (EIMR) is submitted. We will maintain the record for at least one full inventory cycle in case the item is located in the future. (Lost equipment that is removed from the equipment database cannot be re-entered later using the same property number.)
- 7) **OFF-CAMPUS EQUIPMENT:** All equipment located off-campus must be accounted for during the physical inventory process. Distribute Off-Campus Equipment Verification Worksheets to the parties responsible for each piece of equipment at a non-UC location. A master form is attached for this purpose - fill in the shaded areas before distribution to the responsible parties. Attach completed forms to the EQ920 before submission.
- 8) **SURPLUS/UTILIZATION:** If equipment is idle and excess to your needs, screen it for utilization within your unit or division. If no further need is found, the equipment should be immediately declared surplus and listed on a “Surplus Request” form, available at the Surplus Operations web site at <http://receiving.ucsc.edu/surplus> or call Surplus Operations at extension 9-5589. Write “Surplus Request attached” in the right margin. If any equipment has been surplused since the EQ920 was printed, reference the Surplus Request number in the right margin. Contact Kelly Mitchell at 9-5589 for assistance with Surplus Request numbers.
- 9) **TRANSFERRED EQUIPMENT:** If any equipment has been transferred to another unit since the EQ920 was printed, reference the EIMR number in the right margin. If no EIMR has been initiated, write “transfer” and the new custody code in the right margin. EIMRs are no longer required during the physical inventory process for on campus transfers only. Remember to update the building and room numbers if equipment is physically relocated. Assume transaction is approved (after communicating to the recipient unit) unless otherwise notified by Equipment Administration.  
If equipment is being transferred to a **non-UCSC** location, please complete an EIMR.
- 10) **CERTIFICATION:** Before returning reports to Equipment Management be sure the **department or division head has signed for completion of each custody code**. Department or division heads must review carefully and sign all EQ920s for their units. This will allow them the opportunity to review requests for disposal and reports of missing equipment, and to initiate follow-up action as appropriate. Please ensure that the last page of each custody code listing is signed.  
<http://www.ucop.edu/ucophome/policies/bfb/bus29.html>
- 11) **VALUE:** **Please do not** attempt to change the value of an item. Equipment maintains its original value during its “tracked” life in the equipment database. This office will ignore any requests to change to value(s).

For clarification or assistance please contact Michelle Kinney at 459-2981 [mkinney@ucsc.edu](mailto:mkinney@ucsc.edu) or Anne Olson at 459-5046 [aolson@ucsc.edu](mailto:aolson@ucsc.edu)