The University of Tennessee
Instructions for Annual Verification of Movable Equipment Inventory
January 2015

General: Before beginning the movable equipment inventory verification process, please read all the instructions. Additional information is available on the Controller's Office website at http://controller.tennessee.edu

Enclosed are the inventory listings, forms, and instructions necessary to complete the movable equipment inventory verification process.

■ Each item of equipment on your report "Movable Equipment Inventory - Annual Verification" must be physically observed and verified, and then updated in IRIS.
■ All transfers and deletions must be made on the appropriate form and have the appropriate documentation attached and properly approved. Departmental personnel should not make transfers and deletions of items. Appropriate documentation must be submitted to the Controller's Office to accomplish these transactions.
■ Departmental personnel should make updates to description, serial or tag number, and location data fields directly in IRIS (using AS02.)
■ An appropriate departmental representative must sign the inventory listing. Any report not signed or not containing appropriate documentation may be returned.

Forms included: (* Interactive forms on Controller's website http://controller.tennessee.edu/)
1. 2015 Inventory Checklist
2. Equipment Inventory Change/Deletion Request [Form T-64]* UPDATED FORM
3. Acquisition Report [Form T-66]*
4. Surplus Form*
5. Computer/Hard Drive Surplus Form*
6. Duplicate tag request
7. Capitalization Policy
8. Cost Center Change Form
9. Sensitive Minor Equipment Memo

Note: All equipment that meets the definition of movable equipment or sensitive minor equipment must be included in the University's equipment inventory system regardless of how the equipment was acquired [by **GIFT** or **TRANSFER** with the Principal Investigator, or from the **UNIVERSITY BOOK STORE**, for example]. If, during the course of annual inventory verification process equipment is found, please **complete an Acquisition Report (T-66)** to provide information about the equipment and return it with the completed inventory, or email it to Marilyn Steinle steinle@tennessee.edu.

The "Movable Equipment Inventory - Annual Verification" listing should be verified and updated in accordance with the following instructions and returned to the Controller's Office **no later than APRIL 30, 2015.**

**** Please DO NOT staple all Cost Center reports together ****

ALL INVENTORY LISTS THAT FAIL TO MEET THE REQUIREMENTS OF FISCAL POLICY FI0605 WILL BE RETURNED FOR ADDITIONAL INFORMATION.

Instructions for Completing the Movable Equipment Inventory Verification

Items <u>physically located and verified</u>:

For each item located, place a check mark to the left of the item.

1. Review the description of the item. Changes should be made to the description to make it readily identifiable.
2. Special notice is requested for Serial numbers. They should be physically verified or added if they are available. All Serial Numbers must start with **'#'.**
   If the item has no serial number, **"N/A"** should be written in the field.
   Incorrect Serial Numbers may result in unfavorable audits.
3. Inventory [blue tag] numbers should be affixed where possible and should be verified during the inventory process. If the item physically cannot be tagged, "Untaggable" should be entered in the field.
   - When physically observing and verifying equipment, **if tags are found to be missing or damaged**, a *Duplicate Tag* must be requested. The supply of Inventory Tags provided for new equipment purchases <u>should not</u> be used to replace lost or damaged tags.
4. Building and room number should reflect the current location of the item. A current listing of building numbers is available via IRIS transaction ZRE_BUILDINGS - Buildings Overview.

The changes listed above should be made directly into IRIS by departmental personnel. **(*Please note: do not change the Responsible Cost Center – Form T-64 is required.*)**
For information on the IRIS transaction AS02 – Change Asset, review the Business Process on the transaction at http://admin.tennessee.edu/iris/

Items on the inventory listing and <u>not physically located</u>:

For each item not located, reference the attachment to the inventory listing that accomplishes the necessary action [transfer, surplus, etc.] for the item.

1. The item was **transferred** to another University department/unit: complete an Equipment Inventory Change/Deletion Request [Form T-64] and submit to the Controller's Office. The Form T-64 must be signed by both the transferring and receiving departments in order for the transfer to be processed.
2. The item was **traded-in** on new equipment: complete an Equipment Inventory Change/Deletion Request [Form T-64], attach a copy of the Purchase Order, invoice indicating trade-in value, or other documentation to confirm trade-in, and submit to the Controller's Office.
4. The item was **dismantled or destroyed** during the fiscal year: complete an Equipment Inventory Change/Deletion Request [Form T-64] and note if any parts of the item should remain on inventory.
5. The item was **sent to Surplus** during the year but still appears on your inventory: submit a copy of the Surplus Form that was used to transfer the item[s] to the Warehouse. [Form must be signed by the Warehouse] **<u>Do not</u> submit a Form T-64 for Surplus items.**
6. All **Missing Items** should be reported on an Equipment Inventory Change/Deletion Request (Form T-64)**.** (Also see **POLICY FI0605**)
   a. If the items are missing because of **theft, robbery, or apparent burglary**, a copy of the police report should be attached to the form T-64

b. **NEW to FISCAL POLICY** - If **missing equipment** or other university property is listed on the university's equipment inventory system, and the department has **not been able to locate** the items after an exhaustive search, the department should prepare a T-64 including a written explanation describing the circumstances of the disappearance. *The form should be sent to the campus/institute Chief Business Officer or designee for signing*, and then forwarded to the Equipment Records section of the Controller's Office. Based on the circumstances reported by the department, the CBO may require the loss to be reported to the police.

Items physically in your department but NOT on the inventory listing:

Staff should actively look for ALL equipment located in the Department even if not listed on the Inventory Report so that such items may be researched and added to the report if appropriate.   If the item is not on the list, but meets the university's capitalization threshold or is considered sensitive minor equipment it should be added to the inventory. Some examples are but not limited to:

- Equipment donated to the university
- Equipment transferred with a Principal Investigator.
- Equipment purchased at the **UNIVERSITY BOOK STORE**

In these cases, affix an inventory [blue] tag to the item, and create an asset for the equipment. **Complete an Acquisition Report (Form T-66)** to provide information about the equipment and return it with the completed inventory, **or send an email** with the Asset number, Dollar Value, and Iris Document number or University Book Store Invoice number to Marilyn Steinle steinle@tennessee.edu.
(If you are unable to find the IRIS document number, call the Controller's Office at [865] 974-2493 for assistance.)

User-maintained fields
Three fields are listed on the "Movable Equipment Inventory - Annual Verification" report that are solely for use by the department responsible for the equipment. The three fields are:
1. **"Personnel No."** This field is used to assign equipment to an
individual with a valid PERNR as assigned by HR.
2. **"Inventory Note"** This is a text field that should be used to document results from the inventory or special circumstances surrounding a specific item.
3. "**Plate No."** This field refers to License Plate, although it may have other uses such as bar code #'s, or other uses specific to a department/unit.

The results of the movable equipment inventory and related documentation are to be returned **no later than APRIL 30, 2015** to:

Controller's Office
201 Andy Holt Tower
Knoxville, TN 37996-0100

**** Please DO NOT STAPLE all Cost Center reports together ****

Delinquent accounts will be referred to Internal Audit for potential further review. Questions may be directed to [865] 974-2493.

Equipment Inventory Checklist – 2015

Please complete the following checklist before returning inventory – **due April 30, 2015**.
If any of the following items have not been completed, your inventory will be returned
to you requesting the appropriate forms, additions, or corrections. If you need help in
providing the necessary information or documentation, please contact Marilyn Steinle or
Justin Holt at 974-2493, or your campus equipment inventory contact person.

☐ Is the following information on the last page of the inventory complete?
Dept Head or Responsible Party Signature, Date, Verified By, Telephone Number

☐ If the Responsible Person listed at the top of the inventory has changed, complete
a *Current General Funds Expense & Income Cost Center Change* Form

☐ Are all building numbers and room numbers (if applicable) correct? (Do <u>not</u> leave
any blank)

☐ **Make every effort to be sure all serial numbers correct.**(Do <u>not</u> leave any blank)
- All Serial Numbers must begin with '**#**', or mark "**N/A**" for *no* Serial Number

☐ Are all Inventory Tag Numbers correct? (Do <u>not</u> leave any blank)
- Tag equipment that has not been previously tagged and update asset in IRIS
- Equipment that is Untaggable mark "UNTAGGBL" and update asset in IRIS
- **If a tag number has fallen off a piece of equipment, complete a Duplicate
Tag Request Form. (*Note* - *Do NOT use a new Inventory Tag number*)**

☐ Have you made <u>all</u> updates using transaction AS02 in IRIS for Bldg#, Rm#, Serial#,
Inventory#, and Description? **(*Note* - *Do NOT change Responsible Cost
Center; T-64 is required*)**

☐ Are all forms for Surplus, Transfers, etc. enclosed? **These forms are interactive**
on the Controller's Office Website. (Notations on the inventory are helpful, but the
equipment cannot be added or removed from inventory without **signed** forms)

☐ Have you completed an Equipment Acquisition Report Form (T-66) for equipment
that is not on the Report, or has been acquired as a Gift /transferred from
another University?

☐ Are police reports and a Form T-64 enclosed for equipment that cannot be located?

☐ Do all forms have appropriate signatures?
- Surplus form – Department Head and <u>Warehouse</u>
- T-64 (transfer) – Current Custodial Dept. <u>and</u> Receiving Dept.;
- T-64 (Disappearance) - CBO Signature   **NEW**
- T-64 (Dismantlement) - Current Custodial Department
- T-64 (Theft) - Current Custodial Department

Reminder – Copies of forms for items that have been removed are <u>not</u> necessary. **

THE UNIVERSITY OF TENNESSEE
Equipment Inventory Change/Deletion Request

Campus/Unit _____ Effective Date _____

Current Custodial Dept. _____

Cost Center Name _____ Cost Center No. _____

EQUIPMENT

Asset Number	UT Tag Number	Description	Serial Number	Cost

(Attach sheet for additional items)

ACTION REQUESTED

☐ **Transfer to Another Department:**

　　Receiving Department _____

　　Cost Center Name_____ Cost Center No. _____

　　New Location—Bldg. Number_____ Room Number _____

☐ **Delete From Official Inventory Records Due To:**

　　☐　Trade-in (attach copy of invoice including trade-in value and copy of purchase order, if applicable)

　　☐　Disappearance* (attach explanation describing the circumstances; send form to the campus/institute chief business officer or designee)

　　☐　Theft (attach copy of police report)

　　☐　Dismantlement

　　☐　Other (explain) _____

APPROVALS

Current Custodial Department:

Signature:_____ **Date:**_____

Print:_____

Contact name:_____**Phone/email:**_____

Receiving Department:

Signature:_____ **Date:**_____

Print:_____

Contact name:_____**Phone/email:**_____

　　*CBO/Designee (for disappearance only):_____

IRIS Asset # _____

IRIS Document # _____ [if applicable]

THE UNIVERSITY OF TENNESSEE
EQUIPMENT ACQUISITION REPORT
For equipment items acquired at no expense to the University or by assembly

1. ASSET CLASS [Choose One]:

30000 Furniture		**33000** Education/Scientific		**41000** Heavy Equipment	
31000 Office Machines		**34000** Works of Art/Historical Treasures		**50000** Software ($5,000 and above)	
32000 Computer/Peripherals ($5,000 and above)		**40000** Vehicles		**80000** Sensitive Minor Equipment ($1,500 to $4,999.99)	

2. DESCRIPTION_____

_____

3. SERIAL NUMBER _____

4. INVENTORY [TAG] NUMBER _____

5. LOCATION: _____   _____
         BUILDING NO.   ROOM NO.

6. RESPONSIBLE COST CENTER _____
         [NOTE: Must be an "E" account]

7. FINANCIAL INFORMATION:

   A. SOURCE COST CENTER/WBS ELEMENT: _____
                                  [Account charged]

   B. COST or ESTIMATED VALUE: $_____

   C. SOURCE OF FUNDS [Choose One]:

[A]	CURRENT OPERATING FUNDS		**[G]**	ACQUIRED BY GIFT
[B]	PLANT FUNDS – FEDERAL		**[H]**	UT ASSEMBLED OR TRANSFER WITH
[C]	PLANT FUNDS – NON-FEDERAL			GRANT/CONTRACT
[D]	GRANT/CONTRACT FNDS – NON-FEDERAL		**[I]**	GOVERNMENT SURPLUS
[E]	GRANT/CONTRACT – FEDERAL		**[J]**	GOVERNMENT-FURNISHED EQUIPMENT
[F]	FED APPROPRIATION AG EXT/EXP		**[K]**	SOURCE UNKNOWN

Instructions to departments: After an asset record has been created, this form should be used to assign a dollar value to equipment items acquired at no expense to the University, such as gift, donation, items transferred with grant/contract, or by construction. Attach a copy of supporting documentation, e.g., invoices, receipts, donation letter/reports, shipping documents (federal grant/contract). Send the completed form and attachments to the Controller's Office, 201 Andy Holt Tower, Knoxville, TN 37996-0100.

FORM SUBMITTED BY: _____

EXTENSION: _____

EMAIL ADDRESS: _____

DATE: _____

T-66 [Revised 10/12]

SURPLUS FORM (NON CPU / HARD DRIVE)

*Warehousing Control Number*_____   *Warehousing Work Order Number*_____

<table>
<tr><td rowspan="7">

INSTRUCTIONS (*Refer to Fiscal Policy No. FI0605*):

1. List all tagged and untagged items. All tagged items must be listed individually.
2. Email to Surplus Property at utwarehousing@utk.edu or fax to 865.974.4959.
3. Retain a suspense copy of the form. Do not forward a copy to the Controller's Office, as Surplus Property personnel will accomplish this task.

4. Reconcile the approved form to IRIS to ensure that items have been removed from inventory. Keep a filed copy for six years.
</td></tr>
</table>

Date:	_____
Contact Name:	_____
Contact Number:	_____
Email Address:	_____
Department:	_____
Location of Surplus Items:	_____
Account Number:	_____

APPROVALS (REQUIRED)

Current Custodial Department

Signature: _____   Print: _____   Date: _____

Warehousing   Signature: _____   Date: _____

Description	Serial Number	UT Tag #	FOR WAREHOUSE USE (Disposal Information and Documentation)

Rev. Feb 2014

COMPUTER/HARD DRIVE SURPLUS FORM AND CERTIFICATION OF SANITIZATION

This form is to be used <u>only</u> for computer CPUs and hard drives. Do not list other computer peripherals such as monitors and keyboards on this form.
All other items must be listed on the Surplus Form.

Instructions:

1. For each item listed, check whether it is a CPU unit or stand-alone hard drive. Enter a short description, serial number and UT tag number [if available].
2. The Method Used column should list the method of sanitization used. For CPU units, enter KillDisk or other software. For stand-alone hard drives, enter either "degauss" [department has physically sanitized the item by using a degausser] or "degaussing required." "Degaussing required" will be authorization to charge back to departments the cost of degaussing the hard drive(s).
3. Use the Notes column for special notices. This column will also be used by Surplus Property personnel to certify that hard drive degaussing was accomplished.
4. Retain a copy of the approved form. (Do not forward a copy to the Controller's Office.)
5. Reconcile the approved form to IRIS to ensure item is removed and hold on file for six years.

Department_____

Cost Center_____ Date_____

Signing this form certifies that the CPUs and/or hard drives listed are surplus and were sanitized in accordance with the <u>Guidelines for Sanitizing Electronic Data Storage Media</u> dated October 5, 2005.

Certifying Official _____ **Date**_____

Verified by Surplus Property

Personnel_____ **Date**_____

Check one		Description	Serial Number	UT Tag #	Method Used	Notes
CPU	HD					

Rev. 7-01-06

MEMORANDUM

To: **Justin Holt**
              201 Andy Holt Tower
              or e-mail:
              jholt11@utk.edu

From: _____
Address: _____
             _____

Subject: **Duplicate Equipment Tag Request**

Please send duplicate equipment tags for the following listed numbers:

    _____   _____

    _____   _____

    _____   _____

    _____   _____

    _____   _____

    _____   _____

THE UNIVERSITY OF TENNESSEE CAPITALIZATION POLICY

MOVEABLE EQUIPMENT: The University generally defines movable equipment as those items acquired by purchase, gift, or assembly which have the following characteristics:

> **Appearance and Life.** Equipment has a useful life of one or more years while retaining its general appearance and shape.

> **Repairable.** Equipment is non-expendable. If the item is damaged or parts are worn out, it is usually more feasible to repair the equipment than to replace it.

> **Maintenance of Identity.** Equipment does not lose its identity when it is incorporated into a different or more complex unit.

> **Movable.** Normally not attached to or made a part of a building. Able to be moved without significant disruption to ongoing operations.

Movable equipment is further categorized and defined below as either Capital Equipment or Sensitive Minor Equipment.

CAPITAL EQUIPMENT: items which have a unit cost or fair value of $5,000 or more. The $5,000 threshold includes freight and the costs to put the equipment in service.

SENSITIVE MINOR EQUIPMENT: items which are both vulnerable to theft and have a unit cost or fair value between $1,500 and $4,999.99.

The following specific items are defined as sensitive minor equipment:

> boat motors, oscilloscopes, boat trailers, printers, boats, riding lawn mowers, cameras, radio scanners, camera lenses, spectrum analyzers, canoes, switches/routers/hubs, computers/computer monitors, televisions, fax machines, tractors, forklifts, two-way radio transmitters and receivers, ham radios and receivers, vector scopes, LCD/multimedia projectors, video cameras, marine band transmitters and receivers, video recorders and players, microscopes, waveform monitors, motorized vehicles, musical instruments, firearms*

> *All firearms must be recorded regardless of price.

These items will be included on the annual departmental inventory and must be tagged.

Current General Funds Expense and Income Cost Center Change Form

This form must be completed to request changes to current general fund income and expense cost centers. You only need to enter information for attributes you want to change. Once completed, forward to your campus business officer. For questions, contact the Financial Information Section of the Controller's Office at (865) 974-2493.

Person Completing Form: _____ **Phone No:** _____

Cost Center Number _____

Do you want to close the cost center? ☐ Yes ☐ No

Attribute	**Current Attribute Data**	**Requested Change**
*Short Name (20 Characters)		
*Long Name (40 Characters)		
*Expense Functional Area		
*Income Functional Area		
*Source of Funds		
*Source of Funds Detail		
*Funds Center		
*College		
*Department		
*State Allotment Code		
MOU Reporting Area		
Dean/Director Code		
Ag Funding Source		
Resp. Person Name		
Resp. Person PRNR		

REQUIRED EXPLANATION: For the items marked with an asterisk, please provide a brief explanation addressing the reason for the requested change and attach any supporting documentation.

_____

_____

_____
Chief Business Officer
[Revised 12/2004]

_____
University Wide Administration Use Only
Office of Vice Pres. for Budget & Finance

Sensitive Minor Equipment

These are items which are both vulnerable to theft and have a unit cost or fair value between $1,500 and $4,999.99. The following specific items are defined as sensitive minor equipment:

boat motors	oscilloscopes
boat trailers	printers
boats	riding lawn mowers
cameras	radio scanners
camera lenses	spectrum analyzers
canoes	switches/routers/hubs
computers/monitors	televisions
fax machines	tractors
firearms*	two-way radio transmitters and receivers
forklifts	vector scopes
ham radios and receivers	video cameras
LCD/multimedia projectors	video recorders and players
marine band transmitters and receivers	waveform monitors
microscopes	*All firearms must be recorded regardless of price
motorized vehicles	
musical instruments	

Any equipment purchased that falls within this price range but not listed above should be given the general ledger expenditure account Supplies--439100.

(Revised 07-01-12)