

Physical Facilities Inventory - Equipment Inventory

A. General

1. The purposes of Equipment Inventory in the department of Plant Assets Inventory are:
 - a. To provide a record of values and types of property owned for financial reporting.
 - b. To provide a determination of building content values for insurance purposes.
 - c. To control and record the location of property.
 - d. To provide data for depreciation expense.
 - e. To provide data for determining reimbursement of facilities and administrative costs for sponsored projects.

2. The following represents the University's Capital Assets policy as approved by the Board of Trustees:

All nonexpendable movable equipment costing \$2,000 (\$1,000 for computers) will be capitalized and recorded in the Physical Facilities Inventory System.

3. Departmental Responsibilities

Departmental employees of the University of Kentucky have responsibility for all items of furniture, equipment, vehicles and other moveable property assigned to their respective areas, regardless of cost. Specifically, departmental responsibilities include:

- a. To indicate the proper expenditure GL account when requisitioning equipment. See Section B.
- b. To apply property tags in accordance with directions from the Office of the Treasurer. See Section C.
- c. To control and record the location of property. See Section D.
- d. To report transfers of property between University departments. See Section C.
- e. To report surplus or obsolete property:

When equipment or other property, regardless of value, becomes surplus or obsolete, complete the Surplus Property Moving Request and send it to Surplus, 103 Reynolds Warehouse # 3, speed sort 0103. Surplus Sales will arrange for Trucking to move the equipment to the Surplus Warehouse for disposition. See UK Business Procedures section E-12-4.
- f. To report items as missing or lost property:

Complete a Lost Equipment Report to confirm that a thorough search has been conducted of the last known location. Further investigation should be performed by contacting all personnel responsible for purchasing and/or controlling the missing equipment. Complete the "Lost Equipment Report" form. <http://www.uky.edu/EVP/FA/Controller/paihome/losteqpt.pdf>.

A Lost Equipment Report will not be accepted without the signature of the Provost, Executive Vice President of Finance and Administration, Executive Vice President of Health Affairs, or Executive Vice President of Research.

- g. To report stolen property:
In case of disappearance or theft, the loss must be immediately reported to the UK Campus Police Department to file a police report. A copy of the police report should be attached to a completed Capital Equipment Theft Report.
<http://www.uky.edu/EVPFA/Controller/paihome/theft.pdf>
- h. To verify the accuracy of the inventory records through an annual physical inventory of property in the possession of or under the supervision of the department. See Annual Inventory Verification Section D.
- i. To maintain reasonable precautions in protecting all property under departmental control or supervision regardless of value.
- j. To report the acquisition of equipment through gifts by notifying the Development Office and Plant Assets Inventory of the gift and its value.
- k. The Housing and Dining system maintains an inventory of furniture groups for each dorm room. Dorm rooms are inventoried prior to and at the conclusion of each school session. Students are responsible for losses due to damage, missing items, etc.
- l. Each unit may have additional procedures; please check with the appropriate contact person for your unit prior to submission of paperwork. University Hospital Accounting coordinates all capital activity for Hospital departments. All hospital inquiries should be directed to:

Capital Equipment Accountant
Hospital Accounting
Suite 300
2347 Sterlington Road
Lexington, Ky. 40517
(859) 323-8906

- 4. Plant Assets Inventory Responsibilities:
 - a. To record the acquisition of capital equipment in the Equipment Inventory System and UK Financial Records.
 - b. To verify GL account codes when equipment is purchased. The Purchasing Department and the Office of the Treasurer have authority to correct GL accounts.
 - c. To inform University departments and organizational units of procedures necessary to complete processing for capital equipment items purchased.
 - d. To correct records when properly notified of changes by departments and organizational units.
 - e. To maintain a record of minor equipment purchases for insurance purposes.
 - f. To provide necessary property tags, forms, etc., for use in the inventory system.
 - g. To approve all requisitions for the purchase of equipment which involve a trade-in.
 - h. To audit randomly selected physical inventories each year.

- 5. Questions concerning equipment inventory should be directed to:

Manager, Plant Assets Inventory
Office of the Treasurer
Room 371 Service Building
University of Kentucky
Lexington, Kentucky 40506-0005
Phone (859) 257-8638

B. GL Accounts for Movable Equipment

1. Purchases of Movable Equipment meeting the criteria of a capital asset (<http://www.uky.edu/EVPFA/Controller/paihome/cappol.html>) must be purchased with funds allocated for capital outlay using one of the following capital outlay GL accounts.

534043	R&L Scientific Equipment
535202	Computer – R&L Fees
550010	Computing Hardware
550030	Lab & Scientific Equipment
550040	Hosp/Med Equipment
550050	X-Ray Equipment
550060	Fine Art
550070	Vehicles
550080	Other Equipment/Furnish
550090	Fabricated Equipment
550100	Athletics Equipment
550130	Furniture/Fixtures/Office Equipment
550140	Fixed Equipment/Permanently Attached
550150	Instruments & Apparatus
550160	Capitalized Software
551140	Lease/Purchase Equipment

NOTE: A current expense GL account must be used when the cost of moveable equipment does not exceed the capitalization amounts (Minor Equipment). Minor Equipment should be purchased using the following expense GL account.

540300	Office Furniture costing less than \$2,000 or computers costing less than \$1,000.
540301	Other Moveable Equipment costing less than \$2,000.

C. Procedures

NOTE: For Fabricated Equipment refer to [E-3-3](#).

1. Tagging

a. Value of Equipment to Be Tagged

- (1) Equipment with a cost or value of the capitalization amounts must be tagged with a University of Kentucky property tag, except as noted below. The capitalization amounts are shown on page 1 of this section.
- (2) Items having a value above the capitalization values which are determined to be untaggable by the department are given a property number from the 700000 series by Plant Assets Inventory and will not have inventory tags attached. These items may be of a size or composition or have other conditions of usage (such as sterilization) which would prohibit attachment or cause removal of the tag.

b. Types of Tags

- (1) Computer equipment purchased on UK's ebuy Dell web site will arrive from the factory with a J tag already attached.
- (2) All other equipment should be tagged with an "A" tag.
- (3) Equipment acquired with federal funds **AND** purchased under a WBS element

(2XXXXXXXXXX or 3XXXXXXXXXX) should be tagged with an additional Federal Funds tag from Plant Assets. (Not all WBS elements use federal funds).

- (4) Tags are "peel and stick" and may be applied after first cleaning the area with alcohol.
 - (5) When a tag has been lost or destroyed, the department should contact Plant Assets Inventory and request a replacement tag.
- c. Source of Tags or Number Assignment
- (1) Inventory tags are assigned by Plant Assets Inventory, Office of the Treasurer and will arrive attached to the worksheet.
 - (2) Departments may request a group of "T" inventory tags to keep on hand for temporarily tracking their capital equipment. These should be replaced when the permanent tag arrives.

2. Forms used for Equipment Inventory

- a. The following forms are used in reporting equipment acquisitions, recording changes in the status of equipment and in verification of inventory records.
- (1) Plant Assets Inventory worksheet. See Section B.
 - (2) Capital Equipment Transfer Request. See Section C.
 - (3) Capital Equipment Theft Report. See Section C.
 - (4) Lost Equipment Report. See Section D.
 - (5) Off-Campus Equipment Report. See Section F.
 - (6) Annual Capital Equipment Inventory Certification Sheet. See Section D.
- b. Plant Assets Inventory Worksheet This form is prepared by Plant Assets Inventory and forwarded to the department. The equipment should be tagged by the department with the assigned equipment inventory tag. (See following example of the worksheet). The department is to complete or correct data on the worksheet to be returned to Plant Assets.

PO Number PD182183

UK Plant Assets New Inventory Worksheet

Print Date 1/29/2007

371 Service Building, Lexington, KY 40506-0005 Phone: 7-8638 Fax: 7-6236

ATTENTION! FAILURE TO COMPLETE THE REQUESTED INFORMATION AND APPLY A PROPERTY TAG MAY CAUSE THE EQUIPMENT TO BE UNINSURED. Complete the worksheet as follows: Fill in or correct all required fields. Required fields are Prop #, Desc., Cost Object, Using Dept #, Bldg., InsCode and Room #. Serial # and Model # are optional; however, fill in these fields when the information is available. If an item has been added to an already active property number, please explain in writing below, provide the property number of the other piece of equipment, and make changes necessary to clarify the description. Forward questions to 7-8638. Complete this information and return within 10 days of the above transmittal date.

A664411 PC APPLE IMAC 17" 1.83 1GB Building 0494 Room ID 0216 Cost \$1,289.00

Using Dept 80207 Model No. IMAC Serial No. QP62503QV4 PO Item No 1 FI Doc Ref M

Cost Object 1215371770 Date Acquired 06 2006 Insurance Code C

Purchasing Data

Dept	PO Number	FI Doc Ref	Cost Object	Date	Cost
80207	PD182183	7700490272	1215371770	06 2006	\$1,289.00

Items tagged and/or verified by: Print Name: _____ Date: _____ Phone: _____

- (1) PRINT DATE - Completed by Plant Assets Inventory on date worksheet is first mailed to the department.
- (2) PURCHASE ORDER (PO) NUMBER - Completed by Plant Assets Inventory from Purchase Order, Stores Order, DAV, or JV used to purchase equipment.
- (3) DATE ACQUIRED - Completed by Plant Assets Inventory from purchase document.
- (4) ITEM NUMBER - Completed by Plant Assets Inventory for reference purposes.
- (5) PROPERTY NUMBER – Assigned by Plant Assets Inventory. The department should correct if the equipment is “added to” or “installed in” another piece of capital equipment.
- (6) * DESCRIPTION OF ITEM - Completed by Plant Assets Inventory from purchase document. Department should correct if the description is not clear.
- (7) COST - Completed by Plant Assets Inventory from purchase document.
- (8) PURCHASING COST OBJECT - Completed by Plant Assets Inventory using the COST OBJECT from the purchase document.

- (9) PURCHASING DEPARTMENT NO. - Completed by Plant Assets Inventory using the department number from the purchase document.
- (10) VOUCHER NUMBER - Completed by Plant Assets Inventory from purchase document.
- (11) COST OBJECT - To be completed by the department if the USING DEPARTMENT is different from the PURCHASING DEPARTMENT.
- (12) USING DEPARTMENT NUMBER - To be completed by the department if the USING DEPARTMENT is different from the PURCHASING DEPARTMENT.
- (13) BUILDING - Completed by Plant Assets Inventory from the purchase document. Department should correct if the item is in another location. For area and building numbers, see <http://www.uky.edu/EVPFA/Controller/paihome/bldglist.html>
- (14) ROOM NO. - Completed by Plant Assets Inventory from the purchase document. Department should correct if the item is in another location.
- (15) IDENTIFICATION OR SERIAL NUMBER - The department must enter the serial number when tagging the equipment if available.
- (16) MANUFACTURER MODEL NUMBER - The department should enter the model number when available.
- (17) INSURANCE CODE – All capital equipment will default to “C”, contents remain in the building. The department should correct if the equipment will be used off campus (M) or if the equipment “floats” to various locations (F).

NOTE: If the piece of equipment was purchased to be added to another piece of equipment, such as adding memory to an existing computer, the department should indicate that it has been ADDED TO Property #XXXXXXX. Plant Assets Inventory will then add the cost of the addition to the cost of the original piece of equipment.

c. Capital Equipment Transfer Request

(An interactive form can be found on the World Wide Web at <http://www.uky.edu/EVPFA/Controller/paihome/eqpttrans.pdf>)

This form is prepared by the department having control of and responsibility for the equipment items. It is used to report the transfer of item(s) of equipment. Each unit may have additional procedures; check with your appropriate contact person prior to submission of paperwork. Hospital Accounting will complete this form for all Hospital Departments upon proper notification. Instructions are included on each form.

d. Capital Equipment Theft Report

This form is prepared by the department having control of and responsibility for the

equipment items. It is used to report the theft of item(s) of equipment. A copy of the UK Police Report must be attached. Instructions are included on each form. (An interactive form can be found on the World Wide Web at <http://www.uky.edu/EVPFA/Controller/paihome/theft.pdf>).

e. Lost Equipment Report

The "Lost Equipment Report" should be completed when an equipment item is lost or missing. This does not include stolen equipment. Usually lost or missing equipment is discovered at the time of inventory. Complete the following information:

- (1) Dept # - The number of the department responsible for the equipment.
- (2) Department Name - The name of the department responsible for the equipment.
- (3) Date - The date the report was sent to Plant Assets Inventory.
- (4) Property # - The property number shown on your most recent Annual Request for Verification of Capital Equipment Inventory.
- (5) Description - A description of the missing/lost equipment
- (6) Cost - Cost of equipment as shown on Annual Request for Verification of Equipment Inventory
- (7) Date Acquired - Date of acquisition as shown on the Annual Request for Verification of Equipment Inventory
- (8) Signatures – The Lost Equipment Report must be signed by the appropriate responsible parties in order to be processed.

(An interactive form can be found on the World Wide Web at <http://www.uky.edu/EVPFA/Controller/paihome/losteqpt.pdf>).

A LOST EQUIPMENT REPORT WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE OF THE PROVOST, EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION, EXECUTIVE VICE PRESIDENT OF HEALTH AFFAIRS, OR EXECUTIVE VICE PRESIDENT OF RESEARCH.

f. Off-Campus Equipment Report

(An interactive form can be found on the World Wide Web at <http://www.uky.edu/EVPFA/Controller/paihome/offcamp.pdf>).

Off-Campus Equipment Report - Equipment items intended for use on University property but removed to a location off University premises for an extended period of time must have approval from the appropriate Dean, Director, or Department Head. An example is a notebook computer taken in the field for University research purposes. Complete the "Off-Campus Equipment Report" for equipment off campus. University equipment is not to be for personal use or financial gain.

- (1). Department Number and Name - Enter the department responsible for the equipment.
- (2). Property Number - Enter the number shown on the property tag on the piece of equipment. If there is no property tag, call Plant Assets Inventory for assistance.
- (3). Date - Enter the date the equipment was removed from campus.
- (4). Description - Enter the description of the piece of equipment to be taken off campus as

shown on your Annual Request for Verification of Capital Equipment Inventory.

- (5). Serial Number - Enter the serial number of item being taken off campus.
- (6). The building number and room number where the departmental copy of the Off-Campus Equipment Report will be filed.
- (7). Temporary Location - The complete address of the location where the equipment will be used off-campus.
- (8). Justification - The reason for taking the equipment off campus.
- (9). Signature of Employee Making Request - The individual removing the equipment from campus must provide a signature and their printed name.
- (10). Approving Official - The request to remove the equipment from campus must be authorized by the appropriate Dean, Director, or Department Head.
- (11). Date Equipment Returned - Indicate the date the equipment was returned to campus.
- (12). Campus Location of Equipment - Enter the building and room number where the returned equipment will be located.
- (13). Receiving Official - The signature of the Dean, Director, or Department Head who has received the equipment upon its return to campus.

D. Equipment Purchased on Federal Grants and Contracts

With regard to equipment purchased on federal grants and contacts:

1. The University shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and shall not encumber the property without approval of the Federal awarding agency.
2. When no longer needed for the original project or program, the University shall use the equipment in connection with its other federally-sponsored activities, in the following order of priority: (i) Activities sponsored by the Federal awarding agency which funded the original project, then (ii) activities sponsored by other Federal awarding agencies.
3. During the time that equipment is used on the project or program for which it was acquired, the University shall make it available for use on other projects or programs if such other use will not interfere with the work on the project or program for which the equipment was originally acquired. First preference for such other use shall be given to other projects or programs sponsored by the Federal awarding agency that financed the equipment; second preference shall be given to projects or programs sponsored by other Federal awarding agencies.
4. For equipment purchased with federal funds, the equipment can not be used to provide services to outside organizations for a fee that is less than fees charges for equivalent services provided

by private companies, unless specifically authorized by federal statute for as long as the federal government retains an interest in the equipment. Any revenues received will be treated as program income when the grant is still active.

- E. Physical Inventory of Equipment (Instructions are also located on the Web at <http://www.uky.edu/EVPFA/Controller/paihome/Anlist.html> .

In accordance with University policy and Commonwealth of Kentucky regulations, all equipment must be physically inventoried annually, and reported to Plant Assets Inventory, Office of the Treasurer by the assigned deadline. Annual Inventory will be conducted using scanners for verification and reconciling capital equipment posted in the fixed asset system. The online version of capital equipment inventory is located at <http://app.mc.uky.edu/ebars/UserLogon.aspx>. The user must have a login id and password. Hospital departments should return their documentation to Hospital Capital Equipment by the date specified.

Inventory Procedures

1. Sync Your Data from the eBARS Database to the Scanner
 - a. Ensure scanner is on and seated properly in cradle
 - b. Press sync button on cradle
 - c. Enter your Logon ID & Password on the PC

2. Scan Rooms & Equipment
 - a. Turn on the scanner
 - b. Tap the eBARS icon on the “All” programs screen
 - c. Tap the “Scanning Data Entry” button
 - d. Scan a room label
 - e. Scan all equipment with a UK property tag in that room
 - f. Repeat steps d & e for each room assigned to your department
 - g. “Sync” scanner with the eBARS database

NOTE: Off Campus equipment is usually entered manually on the web site. Click on “Scanning”, and then choose “Manual Entry.” This equipment should also have a corresponding “Off-Campus Equipment Report”. The original, signed report must be submitted to Plant Assets, and your department should also keep a copy.

TRANSFERS BETWEEN DEPARTMENTS-Inter-departmental transfers of capital equipment will not be exceptions. These items will need to be scanned by the receiving department.

Inventory is complete if the department has located and scanned all capital equipment assigned to their department and there are no exceptions.

3. Locate Exceptions
 - a. Go to the eBARS web site and enter your Logon ID & Password
 - b. Click on “Scanning”
 - c. Choose “Scanning and Exceptions”
 - d. Click on “View/Print Exceptions” link next to “Items Remaining to be found”
 - e. Print the report
 - f. Locate these items (scan the room label first then the equipment)
 - g. Sync with the eBARS database

4. Finalize Exceptions

- a. Go to the eBARS web site and enter your Logon ID & Password
- b. Click on “Scanning”
- c. Choose “Finalize Exceptions”
- d. Follow the instructions at the top of the page to “Edit” the disposition of the unfound item(s)
- e. Print the exceptions report page once you’re finished editing
- f. Attach ALL supporting documentation (i.e. Lost Equipment Report, Capital Equipment Theft Report, Surplus Form, etc.) for each item. Exceptions with appropriate documentation should NOT be manually entered into eBARS.

5. Submit Inventory – Due in Plant Assets Inventory by assigned deadline

To complete the inventory process you will need to send in the following documentation:

- a. “Annual Capital Equipment Inventory Certification Sheet” – ****Only departments with Exceptions must return this form.**** The form can be found on either the eBARS or Plant Assets web site.

AND (if applicable)

- b. “Capital Inventory Exceptions” Report – See “4. Finalize Exceptions” on page 1.

- c. Found Equipment Detail Changes – If any changes need to be made to a found item (i.e. availability code, insurance code, transposed numbers in property tag number, etc.), complete the following steps:

- (1). Go to the eBARS web site and enter your eBARS Logon ID & Password.
- (2). Click on “Search/View” from the menu bar, and then “Active Inventory”.
- (3). In the blank “Search Value” box next to “Property #” enter the UK property tag number of the item that needs to be changed, and then click on the “Execute Query” button at the bottom of the screen.
- (4). On the next screen click on the property tag number (blue & underlined). This brings up the full details on this item.
- (5). Print this page, and then draw a line through the detail(s) needing change and write the correct information above it.

F. Available Help

Listserv – If any question, comment, or problem sent directly to anyone on the eBARS team is listserv-appropriate, the reply will be sent to the listserv. Subscribe by sending the message 'SUBScribe eBARS-Support Firstname Lastname' to listserv@lsv.uky.edu with a blank subject line.

Logon ID/Password – Send e-mail to Rick Gouckenour, rgouck@email.uky.edu. **(E-mail will receive top priority over phone calls/messages.)**

Barcode Scanner FAQ on the website

Technical support staff in your department

G. Scanner Purchasing Information

The most current scanning equipment bundle is available through More Direct and can be purchased using a UK procard. If you would like to order the recommended bundle below, go to www.moredirect.com/uk, click on the link for procard users who wish to make a purchase through More Direct. In order to purchase items with your procard you will need to click on the

link "if you are using an authorized P-card to place an order please click here." This will redirect you to a logon page. The number ID is UNI469 and the password is "brand." Please note that the password and id are case sensitive. On the standard products page, click on the drop down menu and select eBARS. The bundle includes all four of the items listed below for the discounted price of \$528.73. (the items are also available separately).

- Symbol 1550 Palm data batch term w/laser touch 8MB/4MB VZ PRO-33MH Price: \$363.22 each

- 1 Slot serial charging cradle kit with US power supply

Price: \$109.96 each

- Ruggedizer Boot for SPT 1550

Price: \$33.33 each

- AppForge License for UK eBARS Scanner SPT 1550 (This is required for every SPT 1550 running eBARS. If you are replacing a SPT 1550 (blue case), you already have a license. If you are replacing a SPT 1500 (gray case), you will need to purchase this license as well.)

Price: \$22.22 each