

# Expectations for Asset Management

(for faculty, research staff, & requestors)

## Ordering/Delivery Expectations:

- *Understand the unique challenges:* Alaska's diverse terrain and weather conditions can impact delivery times. Be aware of seasonal variations, road conditions, and potential delays due to weather.
- *Remote Areas:* Deliveries to remote or less accessible areas may require special arrangements or longer transit times.
- *Imports:* Importation from outside of the country requires additional paperwork. Contact the Property Office when placing an order.

## Incoming Process:

- Absolutely all equipment, with few exceptions, is to be delivered to:
  - UAF Central Receiving
  - 1855 Marika Rd
  - Fairbanks, AK 99709
- The staff at Central Receiving is responsible for making sure all parts and pieces that were ordered are delivered. If an item is more than \$5,000, a sensitive item (gun, vehicle), it receives a barcode tag and pictures of the item are taken and stored for future reference. This tag is used annually during the UAF Property Inventory. People that use the equipment are to work with the Departmental Property Custodian during this process.
- After the item is accounted for and tagged (if applicable), it is then delivered to the department. It is then the responsibility of the user and/or the Departmental Property Custodian to get it set up for use.
- If an item is delivered directly to the department, the Property Office can issue a tag that the user and/or Departmental Property Custodian can affix to the item, take pictures of the item, and send to the Property Office.
- See [the memo tag placement document](#) for information on picture recording.

## Lifecycle Management:

- During the life of any property, you should cooperate with the Departmental Property Custodian during the annual inventory process.

## Outgoing Process:

- When a user or the department no longer wants or needs any property that was purchased by UAF, they must go through proper disposal steps. The first step for a user is to contact the Departmental Property Custodian, who will work with the Property Office in deciding next steps for said property.

## Who to follow up with:

- See attached Departmental Property Custodian list to see who your coordinator is. Be sure to contact this person prior to relocating or disposing of any property: [Departmental Property Custodian list](#)
- If you have any questions, please contact UAF Property Coordinator, Avie Bruce at 907-474-6143 or [uaf-property@alaska.edu](mailto:uaf-property@alaska.edu).