

Frequently Asked Questions

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 (AS 36.30.005, AS 14.40.491 OMB Circular A-110, and OMB Circular A-21).

What property do we inventory?

- Purchases costing \$5000 or more (total cost).
- Sensitive items (transportation equipment and weapons) .
- 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.

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.

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: uaf-property@alaska.edu.
- Ensure that the new tag is properly encoded and adheres to the item for readability.

Where to place tags on items?

- Please see the memo tag placement document.

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 UAF property office email or phone: 907-474-6143 or uaf-property@alaska.edu.

There are things on my list that need to be corrected in some way?

- Email the property office of what needs to be fixed: ajames19@alaska.edu or uaf-property@alaska.edu.
- Or there is a note tab to add notes on the changes.

What do we do about Property that is not found or un-located?

- It is the responsibility of the campus property coordinator to thoroughly research each piece of unlocated property and submit a lost/stolen or un-located form for each item for 2 consecutive years. Stolen or unlocated.pdf
- Any Tagged item that is movable with an engine or marked as a sensitive asset and comes up missing or unlocated a police report needs to be filled.
- Any items stolen have to have a police report filled and submitted with the stolen form.
- University owned property that has not been located for 2 consecutive years and has been verified and reported as un-located by the campus, will be written off and marked as disposed.

Why are we Recording Vehicle Mileage?

- This is a State of Alaska DOT annual requirement.

How do I do a Property Transfer?

- Property transfer within UA (property transfer report form)
- Property-Transfer-Report_Use-for-Tagged-Items.pdf
- Both signatures of sender and receiver
- Property Transfer to outside facility (agency transfer form)
- Agency Transfer Form.pdf
- Signatures of both sender and receiver

Can I use UAF items for personal use off campus?

- Yes, there is an “authorization for off campus use” form that must be signed every year.
- APPROVAL MUST BE FROM SUPERVISOR OR HIGHER LEVEL AS PRESCRIBED BY THE CHANCELLOR OR VICE CHANCELLOR (with signatures)
- List item on inventory as such and attach form
- Personal use off campus

How do I research the property purchase?

In banner use:

- FFIMAST - Fixed Asset Master Query
- FOIDOCH - Document History
- FPIPURR - Purchase Order Inquiry
- FTMFUND - Fund Code Maintenance
- FRAGRNT - Grant Maintenance
- FFIPROC - Fixed Asset Procurement Query

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:

<u># of Items</u>	<u>Timeframe</u>
1 to 50	3 day
51 to 199	1 week
200 to 399	2 weeks
400 and above	3 weeks

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 fdbedel@alaska.edu
- [Storage Space Form](#)