To: All Departments
From: Property Control
Date: March 03, 2014
Subject: Annual Reminder

Property Control records and verifies all institutional equipment with a value greater than $1,500. It is also a surplus property outlet, where the sale and disposal of all university surplus property is handled. Property Control is located in the Receiving and Distribution Services building, room 205 and is open Monday through Friday from 7:30 am until 4:30 pm. Our phone numbers are: 7352 or 6298 and our fax number is 8916.

**Surplus Property**

The policy for surplus property is outlined in the *Weber State University Policies & Procedures Manual*, section 5-27. Surplus Property is property no longer useful to the department and/or the university. A department may transfer at no charge or sell property to another department at a mutually agreed upon price by means of an interdepartmental billing. Property Control must be notified of all such transfers by the transferring department. Property surplus to a department’s need is declared surplus by the department chair or manager responsible for the equipment. Any department declaring property to be surplus must do so by notifying Property Control through email at: propertycontrol@weber.edu

Property that is to be held for future use or to be traded-in with the purchase of new equipment is not surplus. The surplus warehouse is not a storage facility. It is a short term holding facility for surplus property.

Property Control will look into the possibility of redistributing surplus property back on campus. If this is not possible, fifteen days after it arrives in the surplus warehouse it will be offered for sale to the general public.

Upon request, Property Control will pick up declared surplus property. Property Control cannot pick up equipment exceeding the weight (100 lbs.) and dimensions that two people can reasonably handle. Property Control will determine if additional help is needed from Facilities Management. Any moving costs will be the responsibility of the department that declared the property surplus.
Annual Inventoried Equipment Verification
Please remember your department is responsible for the security and maintenance of the assets assigned to it. We need your assistance and cooperation in verifying the location or disposition of all departmental assets each year. Property Control personnel annually collect and verify data for all inventoried assets using a computer program that utilizes barcode scanners. There is a barcode on the doorframe of all rooms in all university buildings. Each room is scanned along with the inventoried assets within. Data collected with scanners is compared to the department’s inventory records in Banner. An exception list of assets that were not found is generated for departments to assist in the reconciliation of all variances.

It is necessary for each department to provide Property Control an approved schedule of assets that are located off campus. This list should include the inventory number and where the equipment is located. Alternatively, Property Control has a form that can be completed to record and track all inventoried equipment checked out to employees for off campus use.

Equipment Inventory Reports
Departments are able to generate (and download) a report of their current inventory using Argos. This can be very useful to each department in managing WSU assets for which they are custodians.

The following is a step-by-step procedural guide to assist you in generating a report of your current equipment inventory:
Reports Using Web Viewer

Finance – Current Fixed Asset Report

Go to https://report.weber.edu/argos/awv

Log in when prompted with your eWeber username and password.

Select (Click on) the Finance – Month End and Campus Access folder. The list of available reports will come up.

Select (Click on) Fixed Assets.
Click on the *Reports* drop down button (Number 1 in the below screenshot) and then click on *Fixed Assets by Org Report* (Number 2 in the below screenshot). **You will now notice that the Run button is no longer grayed-out.**

For the report type select *All Assets* (Number 1 in the below screenshot), enter the Org code (Number 2 in the below screenshot) for the Department you wish to have reported. Then, click on the *Run* button (Number 3 in the below screenshot).
You will see a gray box appear in the lower left corner of your browser indicating that the report has been downloaded to your computer. Double click on the gray box and the report will open.

You should print or save this report. This report contains all inventoried assets that are associated with that particular Org number. If errors or inaccuracies are present please contact us to correct them.

For any questions, or concerns, contact us at 801-626-6298 or Propertycontrol@Weber.edu