



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](mailto: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

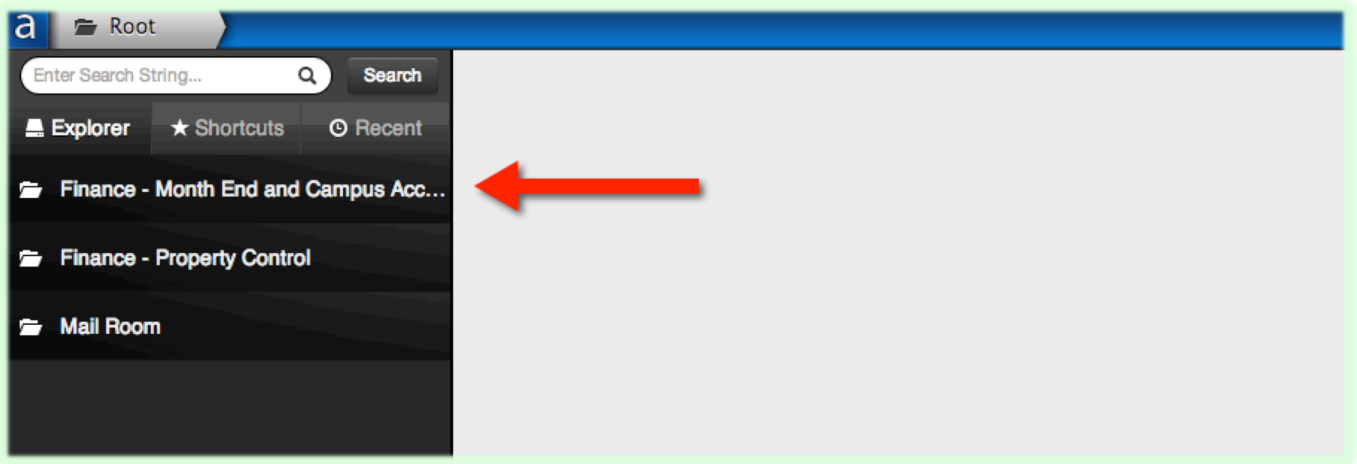


### Finance – Current Fixed Asset Report

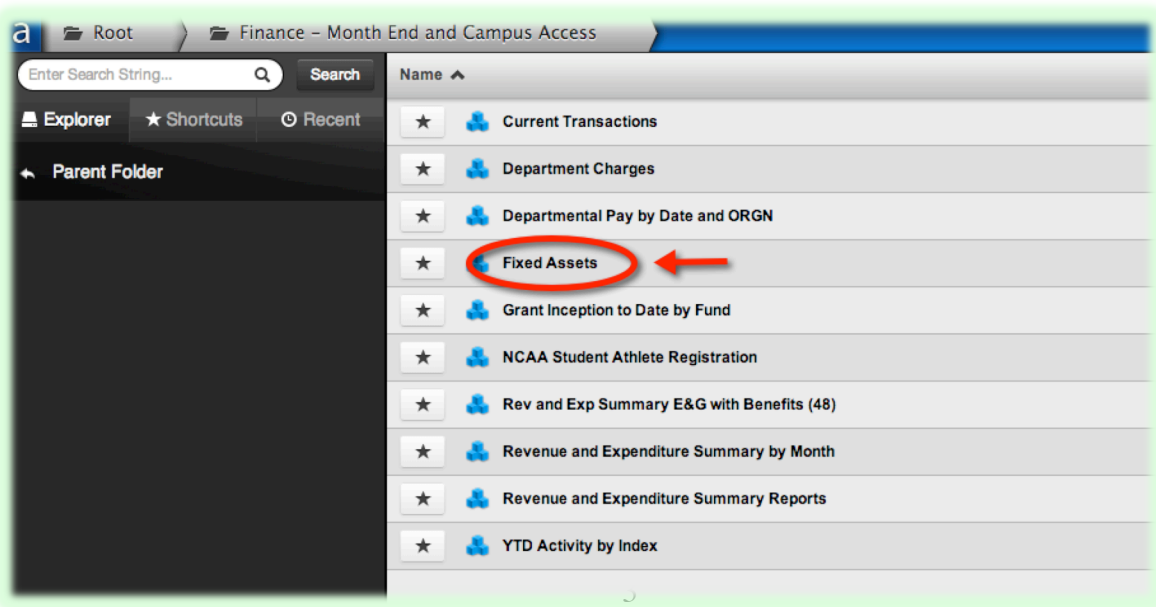
Go to <https://report.weber.edu/argos/awv>

Log in when prompted with your *eWeber* username and password.

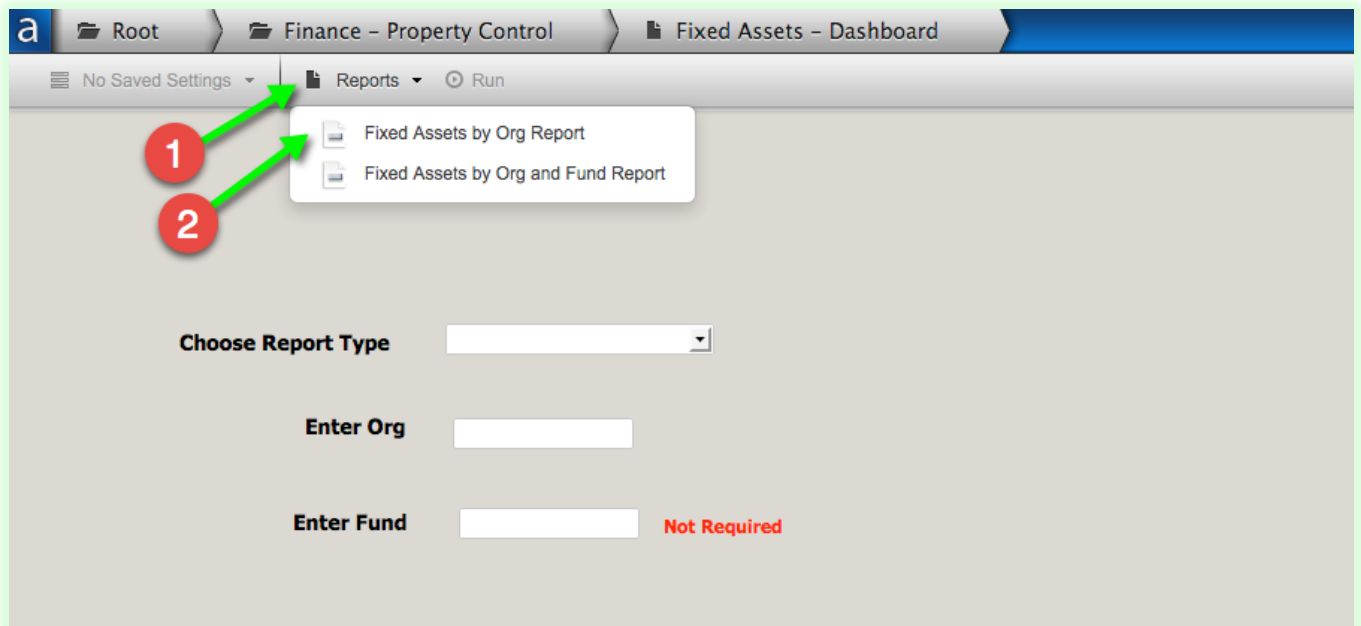
Select (Click on) the *Finance – Month End and Campus Access* folder. The list of available reports will come up.



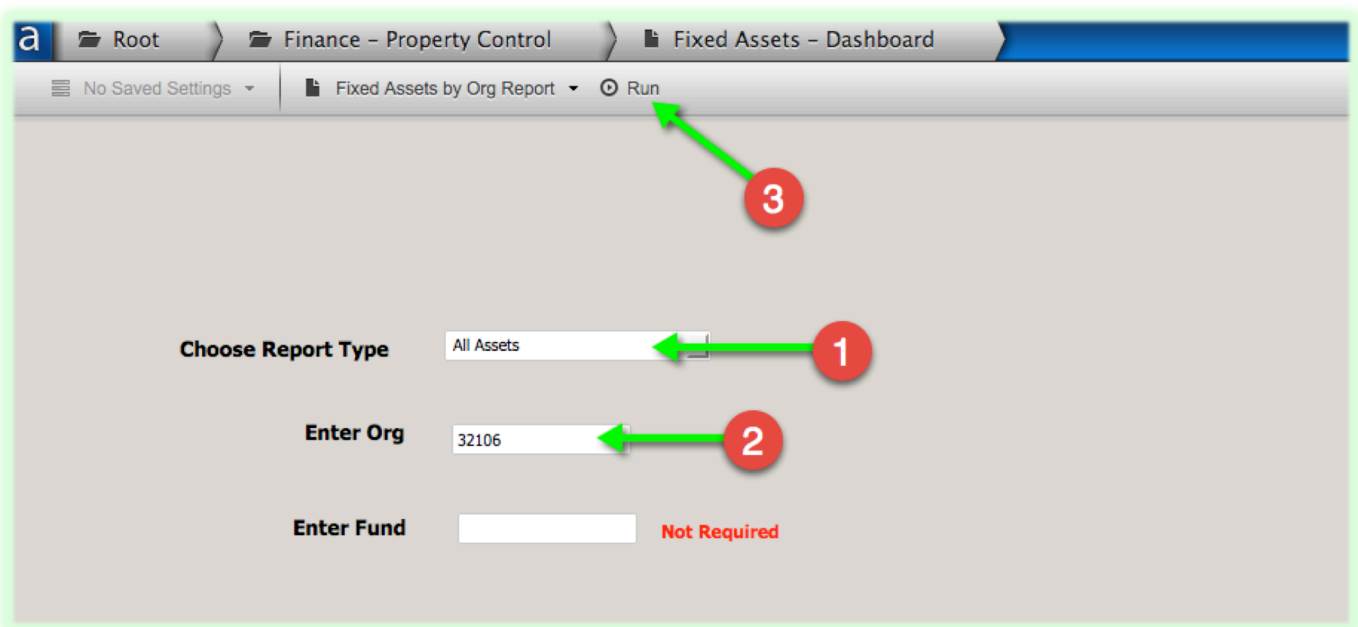
Select (Click on) *Fixed Assets*.

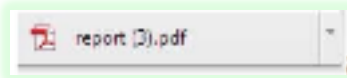


Click on the *Reports* drop down button (Number 1 in the below screenshot) and then click on *Fixed Assets by Org Report* (Number 2 in the below screenshot). **You will now notice that the Run button is no longer grayed-out.**



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.

<b>Weber State University Fixed Asset Inventory</b> <b>Org 22300 - English</b> <b>All Assets</b>									
PTAG	ASSET DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	MANUFACTURER	PO#	AMOUNT	ACQD DATE	Location
010065156	PRINTER	VALCOM COMPUTER	4600DN	JPKKB35319	HEW/PAC		2,032.66	5/30/2003	E10434
010065582	Computer Laptop	Dell Marketing L P	Latitude X200	DSLJ831	Dell	P0000594	1,754.72	8/18/2003	E10413
010068392	Computer Laptop	Weber State University	Pow erBook	W85360PZRG3	Apple	P0010167	1,799.00	9/12/2005	E10413
010068838	Computer Laptop	Apple	Pow erbook G4	W8544VTESWZ	Apple	P0012472	1,525.00	3/21/2006	E10462
010073159	Computer Laptop	Weber State University	MacBook	W87362ALX91	Apple		0.00	1/10/2008	A80002
010073160	Computer	Weber State University	iMac	W875109EX85	Apple		1,149.00	1/10/2008	E10449
010074334	Computer Laptop	CDW Government Inc	Thinkpad	LVL7GDG	Lenovo	P0023385	1,557.14	8/7/2008	E10369
010074859	Computer	Starwest Distributing Inc	Pentium D	082160	Starwest	P0024934	1,536.00	11/6/2008	E10251
010076392	Sofa	Midwest Commercial	Club Two Seat		Midwest Commercial	P0027345	153.21	5/19/2009	E10413
010076716	Printer	CDW Government Inc	5200T B/W	CNGXB18482	HP	P0030505	2,006.25	3/10/2010	E10000
010082239	Computer Laptop	Weber State University	13-in MacBook	C02G92GNDJWR	Apple	P0037609	1,865.00	10/5/2011	E10000
010082243	Computer	Weber State University	iMac	D25GJ10DHJW	Apple	P0037609	2,619.00	10/5/2011	E10413

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](mailto:Propertycontrol@Weber.edu)