FY20 Inventory Snapshot

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Division	Business Services
Department	Accounting Services
DPA	Cindy Gillis
Phase 1 Start Date	11/11/2019
Phase 1 End Date	12/2/2019

LINK TO CAPITAL EQUIPMENT WEBPAGE		LINK TO PHYSICAL INVENT	ORY PROCEDURE	LINK TO BARCODE S	CANNER INSTRU	CTIONS		
	Total Asset Count	Federally Titled Count	University Titled Count		Total Asset Co	sts	Federal Costs	University Costs
Total Assets	100	2	98		\$ 500,0	00.00	50,000.00	\$ 450,000.00
Loaned Assets (Not								
Applicable to Physical								
Inventory)	1	0	1		\$ 30,0	00.00	-	\$ 30,000.00

BUILDINGS WHERE ASSETS ARE LOCATED			LINK TO FACILITY LIST				
BUILDING NUMBER	# OF ASSETS ON SITE	BUILDING NUMBER	# OF ASSETS ON SITE	BUILDING NUMBER	# OF ASSETS ON SITE	BUILDING NUMBER	# OF ASSETS ON SITE
1078	50						
102	30						
486	10						
106	9						
498	2						

0498 - OFF-SITE ASSETS

	LINK TO OFF-CAMPUS PROPERTY VERIFICATION FORM	LINK TO ASSET LOAN REQUEST FORM
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					OFF CAMPUS	
			UW EMPLOYEE ON SITE?		PROPERTY	
			(IF NOT, COMPLETE LOAN	RESPONSIBLE	VERIFICATION FORM	
ASSET TAG #	STILL OFF-SITE?	OFF-SITE ADDRESS	REQUEST FORM)	EMPLOYEE NAME	ON FILE?	
U000001						
				_		
				_		

LOANED ASSET DETAILS (NOT PART OF PHYSICAL INVENTORY)

OFF-SITE, NO UW EMPLOYEE ON SITE

LINK TO ASSET LOAN AGREEMENT PROCEDURE

		DEPT HAS COPY OF LOAN	VERIFY INFORMATION IN LOAN CONTRACT IS STILL ACCURATE		
		AGREEMENT ON FILE	(LOCATION, RESPONSIBLE PERSON, BORROWER, ADDRESS)	REPORT	
ASSET TAG #	UW MADISON LOAN #	(YES OR NO)	ALL CHANGES TO PROPERTY CONTROL		STILL ON LOAN?
U000002	UW 01-001				
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ADDITIONAL INFORMATION NEEDED

SEE YELLOW HIGHLIGHTED CELLS IN PHASE 1 EXCEL ASSET REPORT

**PER UNIFORM GUIDANCE SYSTEM REQUIREMENTS, MISSING INFORMATION MUST BE UPDATED BY END OF PHYSICAL INVENTORY

				# ASSETS MISSING		
# ASSETS MISSING ROOM	# ASSETS MISSING	# ASSETS MISSING MODEL	# ASSETS MISSING	RESPONSIBLE		
NUMBERS	MANUFACTURER NAME	NUMBERS	SERIAL NUMBERS	EMPLOYEE NAMES		
6	10	8	12	3		

**IF A TRANSFER OF CUSTODY TO A NEW DEPARTMENT NEEDS TO BE COMPLETED:

SUBMIT A PROPERTY TRANSACTION FORM

**IF AN ASSET LISTED ON YOUR PHASE 1 REPORT HAS BEEN PREVIOUSLY DISPOSED OR CANNOT BE FOUND:

SUBMIT A DISPOSITION REQUEST FORM

**IF AN ASSET WAS PREVIOUSLY SENT TO SWAP-SUBMIT A DISPOSITION REQUEST FORM ALONG WITH DOCUMENTATION BETWEEN YOUR DEPARTMENT AND SWAP.

**IF AN ASSET CANNOT BE FOUND AND DPA CANNOT DETERMINE WHAT HAPPENED TO THE ASSET OR NO SUPPORTING DOCUMENTATION-ITEM IS CONSIDERED LOST.

*DISPOSITION REQUEST FORM MUST BE SUBMITTED AND THE ATTESTATION BOXES MUST BE CHECKED, EACH ITEM MUST BE COMPLETED BY THE DEPARTMENT.

*IF THE ASSET WAS PURCHASED IN THE LAST 3 YEARS BASED ON ACQUISITION DATE OR IS FEDERALLY TITLED, DPA NEEDS TO SUBMIT A COMPLETED POLICE REPORT FOR THE LOST ASSET.