Physical Inventory DPA FAQ:

I.   **I found the equipment listed on my inventory report, but there is no UW property tag attached.**

- Please first check your DPA/Department files. Some circumstances require property tags to be held on file if it is not feasible to attach the tag to the surface of the asset. For examples of qualifiers for assets that asset barcode tags cannot be affixed to, please refer to 3008.1: Recording and Tagging Capital Equipment Procedure.
- If no tag found on asset or in files, note the item as verified in Phase 2, and communicate to assigned Property Control contact to have a new tag issued and mailed.

II.   **How do I verify an asset on my inventory report that is Off-Campus/Off-Site?**

- Employees must obtain written confirmation from the items' responsible person indicating that the item is still intact, are in his or her custody, and identify/confirm present location. This confirmation DOES NOT need to be turned into Property Control. Property Control has created the following form to assist with this process: Off-Campus Property Verification Form
- If items are on loan to another institution as part of an active UW loan agreement, employees should indicate this. Loaned items are not subject to inventory.
- If an item is off campus, ensure that there is UW personnel working onsite at the location of the equipment. If this is not the case, a loan request form must be submitted before completion of the inventory. Asset Loan Request Form

III. **I have assets on my inventory report with missing information (Serial ID, Model, Manufacturer, BLDG/Room, Responsible Person) OR outdated responsible person information.**

- During a department's physical inventory, the DPA should review their provided Phase 1 Inventory Report, and communicate to Property Control at any time throughout the inventory any missing fields for Serial ID, Model #, Manufacturer, BLDG, Room, or Responsible Person. This is necessary in order to follow Inventory System Information Requirements established by UW System.

IV.   **I have assets on my inventory report whose custody (using department) should be under another department (UDDS) on campus.**

- If feasible, verify the existence, location, and the new responsible person of the equipment. If the equipment cannot be verified by your department or the prospective receiving department, the asset must be disposed of during the current inventory by the Department under inventory.
- Once verified, get confirmation from the receiving department of intent to take the equipment into their custody.
- Notify your Property Control Inventory Contact to request a custody transfer be initiated for the asset(s). This can be communicated through your Phase 2 spreadsheet, email, or our Property Transaction Form.

V.   **I have assets on my inventory report that are known to have been disposed.**

- All equipment included in a physical inventory that has been disposed or cannot be found need a Disposition Request Form submitted to Property Control before conclusion of the inventory. Multiple items may be included on one form, however only one disposal reason per form is allowed.
- If the asset was previously sent to SWAP, Property Control will need SWAP request documentation through one of the following methods:
  - Copy of the surplus form submitted to UW SWAP.
  - Email correspondence with UW SWAP related to the item.

- Request for Property Control to inquire for SWAP to check their records for documented SWAP pickup of the item (matching serial #'s)
- If the asset was previously traded-in, returned to a vendor/sponsor, supporting documentation can be email correspondence, requisition #'s, vendor receipts, award contracts, etc.

VI. I have assets on my inventory report that we cannot locate, and are unsure how they may have been disposed (LOST).

- If unaccounted items cannot be found and DPAs cannot determine what happened to them, or no supporting documentation can be obtained, the item will be deemed as "LOST". A concerted effort should be made to find items before simply declaring the items "lost". The department will attest to these efforts on the Disposition Request Form by marking the attestation boxes under the lost section of the Disposition Request Form.
  - In these cases, we ask the DPA/department to perform the following:
    - Complete physical search of last known location (or current location in Property Control records).
    - Question last person in custody, as well as contact the responsible person to inquire on the item, confirm with them the item cannot be found.
    - Work with Facility Manager, Department Chair/Designee, to contact departmental employees to solicit aid in searching for item(s).
    - Followed up on leads. If told item(s) were given to another department for use there, contact the other department to confirm.
  - If the item was recently purchased (less than 3 years ago based on acquisition date), DPA needs to submit a completed Police Report for the lost equipment.

VII. I need more information on an asset in order to attempt to verify.

- Request Property Control Inventory Contact to review the assets description, as well as provide purchasing info (PO, Voucher, funding used) to help the Department better identify the asset.

As always, you can reach out to our mailbox property@bussvc.wisc.edu for clarification on any of the issues addressed here.