College of Agriculture & Life Sciences

Tracking Non Capitalized Equipment

Business Services – Rates and Review Team

August 23, 2016

THE UNIVERSITY OF ARIZONA

TRACKING NON CAPITALIZED EQUIPMENT

- Track mobile equipment that could be reasonably expected to be used away from university premises
- Track items that are theft-prone, contain sensitive/restricted data and with trade in value (such as cell-phones).
- Some examples are:
  - Desktop computers (including locally attached external hard drives)
  - Mobile devices (laptops, tablets, smartphones, etc.)
  - Audio visual equipment (projectors, TVs, video/still cameras, audio recorders, etc.)
  - Servers and other server-related equipment (servers, storage, backup, KVM devices, racks etc.)
  - Network equipment (switches, routers, firewalls, etc.)

TRACKING NON CAPITALIZED EQUIPMENT

Property Management Policy 11.30 Off Campus Use and Location

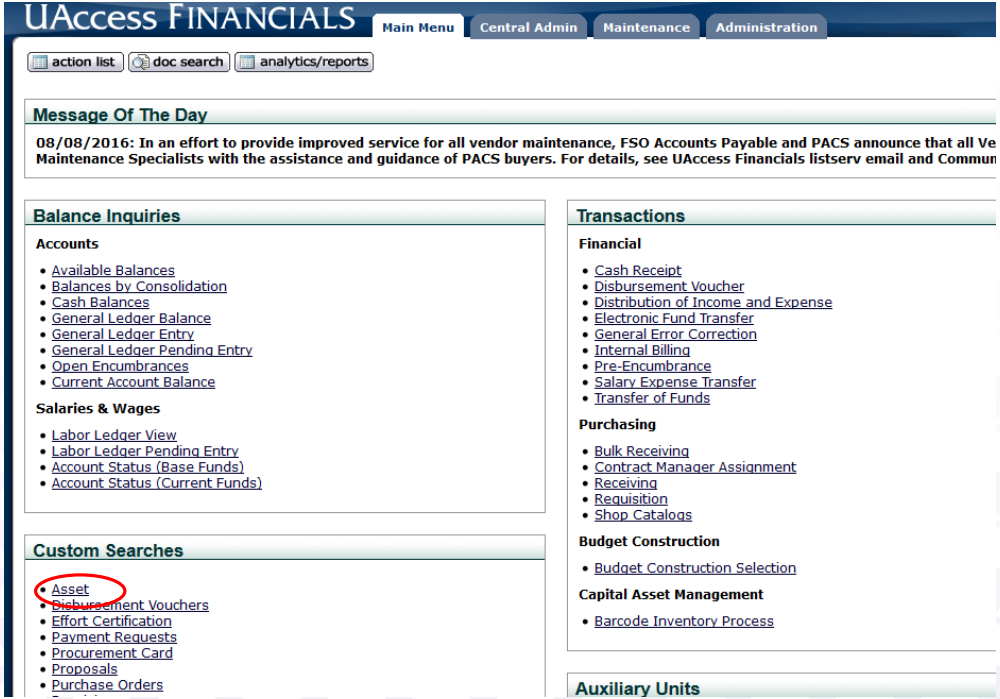
Custodial department responsibilities:

- Complete and submit a Certification Statement for Off-Campus Location Use of Equipment to the department head or director before items are moved off-campus campus.
- Send copies of the approved certification to the Business Office, Property Management-FSO and Sponsored Projects Services Property Manager (if the item was purchased with a grant).
- The Business Office must conduct a physical inventory annually of off-campus located equipment, and note the date and results of the inventory in the space provided on the Certification Statement.

TRACKING NON CAPITALIZED EQUIPMENT

- Inventory listing for items with a tag number is found in UAccess Financials:

  Main Menu> Custom Searches>Asset



TRACKING NON CAPITALIZED EQUIPMENT

Tag Number:	N*	Asset Number:	
Organization Owner Chart Of Accounts Code:		Organization Owner Organization Code:	0152
Organization Owner Account Number:		Owner:	
Campus:		Building Code:	
Building Room Number:		Asset Type Code:	
Asset Status Code:		Asset Condition:	
Vendor Name:		Manufacturer:	
Model Number:		Serial Number:	
Create Date From:		Create Date To:	
Asset Representative Principal Name:		Organization Inventory Name:	
Asset Description:		Organization Text:	
National Stock Number:		Government Tag:	
Old Tag Number:		Organization Tag Number:	
Total Cost:		Payment Sequence Number:	
Payment Purchase Order Number:		Payment Document Number:	
Inventory Unit Code:		Inventory Unit Chart Of Accounts Code:	
Inventory Unit Organization Code:			

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QUESTIONS?

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