

# Annual Equipment Inventory Checklist – 2020

**\*\*\* For Departmental use only – Do not return \*\*\***

Please complete the following checklist before returning inventory – **due April 30, 2020**. If any of the following items have not been completed, your inventory will be returned to you requesting the appropriate forms, additions, or corrections. If you need help in providing the necessary information or documentation, please contact Marilyn Steinle at 974-3007, Yousef Baskin 865-974-9663 or your campus equipment inventory contact person.

- Is the following information on the last page of the inventory complete?  
Dept. Head or Responsible Party Signature, Date, Verified By, Telephone Number
- If the Responsible Person listed at the top of the inventory has changed, complete a **Current General Funds Expense & Income Cost Center Change** Form
- Are all building numbers and room numbers (if applicable) correct? (No blanks)
- Make every effort to be sure all serial numbers correct.** (No blanks)
  - All Serial Numbers must begin with **#**, or mark **"N/A"** for *no* Serial Number
- Are all Inventory Tag Numbers correct? (No blanks)
  - Tag equipment that has not been previously tagged and update asset in IRIS
  - Equipment that is Untaggable mark "UNTAGBL" and update asset in IRIS
  - **If a tag number has fallen off a piece of equipment, email [equipinventory@utk.edu](mailto:equipinventory@utk.edu) (\*Note\* - Do NOT use a new Inventory Tag #)**
- Have you made all updates using transaction AS02 in IRIS for Bldg#, Rm#, Serial#, Inventory#, and Description? (**\*Note\* - Do NOT change Responsible Cost Center; T-64 is required**)
- All SURPLUS submissions should be submitted using the **Equipment Surplus Electronic Form** <https://forms.utk.edu/warehousing-surplus/>
- ALL OTHER Equipment Inventory Change/ Deletion Requests should be submitted using **IRIS Transaction: ZAM\_ASSET\_CHANGE**
  - Disappearance - attach explanation for disappearance
  - Dismantlement
  - Theft – attach police report
  - Transfer
- For equipment that is **not** on the Report, or has been acquired as a **Gift or Transferred from another University** please email the Controller's Office using [equipinventory@utk.edu](mailto:equipinventory@utk.edu).