

The University of Tennessee
2021 Annual Verification - Departmental Movable Equipment Inventory

General: Before beginning the movable equipment inventory verification process, please read all the instructions. Additional information is available on the Controller's Office website at <http://controller.tennessee.edu>

Enclosed are the inventory reports, forms, and instructions necessary to complete the movable equipment inventory verification process.

- Each item must be physically observed and verified, and then updated in IRIS.
- Transfers and Retirements (except Surplus) must use the IRIS E-Form **ZAM_ASSET_CHANGE**.
- Assets retired via the Surplus process should use the Equipment Surplus Electronic Form: <https://forms.utk.edu/warehousing-surplus/>(Knoxville Area only)
- Update description, serial, tag number and location fields in IRIS using transaction code **AS02**.
- An appropriate departmental representative must sign the Inventory Report. Electronic signatures are acceptable. Unsigned Inventory Reports may be returned.

Interactive forms are available on the Controller's website
<https://controller.tennessee.edu/plant-funds-and-equipment/>

Note: All equipment that meets the definition of movable equipment or sensitive minor equipment must be included in the University's equipment inventory system regardless of how the equipment was acquired, as long as UT has ownership of the equipment. If, during the annual inventory verification process equipment is found, please complete an Acquisition Report (T-66) to provide information about the equipment and return it with the completed inventory.

The completed and signed Inventory Report should be returned to our office email: equipinventory@utk.edu

- The email *Subject Line* should be the Cost Center EXX_____.
- Be sure each *Attachment* is titled with the individual Cost Center number.

Please return to our office no later than **Friday, April 30, 2021**.

All inventory reports that fail to meet the requirements of Fiscal Policies FI605/FI600 will be returned for additional information.

Items on the Inventory Report physically located and verified:

For each item located, place a check mark to the left of the item.

Special attention should be giving to the following data fields:

1. Description: review each description of the item. Changes should be made to the description to make it readily identifiable.
2. Serial Number: should be physically verified or, if field is empty, added. Serial Numbers must start with '#'. If the item has no serial number, "N/A" should be written in the field.
3. Inventory [blue tag] numbers: should be affixed where possible and verified during the inventory process. If the item physically cannot be tagged, "Untaggable" should be entered in the field.
 - When physically observing and verifying equipment, if tags are found to be missing or damaged, a *Duplicate Tag* must be requested. The supply of Inventory Tags provided for new equipment purchases should not be used to replace lost or damaged tags.
4. Building and Room number: should reflect the current location of the item. A current listing of building numbers is available via IRIS transaction ZRE_BUILDINGS - Buildings Overview. If outside or in non-UT owned facility, use responsible person's office.

The changes listed above should be made directly into IRIS by departmental personnel using transaction code AS02.

Do not change the Responsible Cost Center field. IRIS transaction ZAM_ASSET_CHANGE should be used.

Items on the Inventory Report not physically located:

Determine if the item was transferred to another Responsible Cost Center or otherwise disposed of during the previous year.

1. Use IRIS Transaction ZAM_ASSET_CHANGE to initiate the:
 - a. transfer an asset to another University department/unit
 - b. retirement of an asset traded-in on new equipment
 - c. retirement of an asset that was dismantled or destroyed
 - d. retirement of an asset due to theft, robbery, or apparent burglary (an incident reported to the police)
 - e. retirement of an asset determined, after an exhaustive search, to be permanently missing
2. If the item was sent to surplus, contact your local department responsible for handling surplus property for documentation.

Items physically in your department but NOT on the Inventory Report:

Staff should actively look for ALL equipment located in the Department even if not listed on the Inventory Report so that such items may be researched and added to the report if appropriate. If the item is not on the Report but meets the university's capitalization threshold or is considered sensitive minor equipment it should be added to the Inventory. Some examples are but not limited to:

- Equipment donated to the university
- Equipment transferred with a Principal Investigator.
- Equipment purchased at the **UNIVERSITY BOOK STORE**

In these cases, affix an Inventory [blue] Tag to the item, and create an asset for the equipment. **Complete an Acquisition Report (Form T-66)** to provide information about the equipment and return it with the completed inventory, **or send an email** with the Asset number, Dollar Value, and Iris Document number or University Book Store Invoice number to equipinventory@utk.edu.

(If you are unable to find the IRIS document number, call the Controller's Office at [865] 974-2493 for assistance.)

User-maintained fields

Three fields are listed on the "Movable Equipment Inventory - Annual Verification" report that are solely for use by the department responsible for the equipment.

The three fields are:

1. **"Personnel No."** This field is used to assign equipment to an individual with a valid PERNR as assigned by HR. There is a Search feature for this field.
2. **"Inventory Note"** This is a text field that should be used to document results from the inventory or special circumstances surrounding a specific item.
3. **"Plate No."** This field refers to License Plate, although it may have other uses such as bar code #'s, or other uses specific to a department/unit.

The results of the 2021 Equipment Inventory and related documentation are to be signed and returned no later than **Friday, April 30, 2021** to the:

* Controller Office Email: equipinventory@utk.edu *

Delinquent accounts will be referred to Internal Audit for potential further review.

Questions may be directed to [865] 974-2493.