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Tagline is growing up!

Coming Soon! TAGLine has been a useful communication tool to keep Inventory Custodians informed about asset management. Building upon its success, plans for a TAGLine e-x-p-a-n-s-i-o-n are underway. The publication will undergo a transformation and reemerge as an expanded newsletter with a revised format and new publication name. The goal is to produce a quarterly publication that will highlight newsworthy items in the departments that make up the Business Operations Division, including the Business Office, Budget Office, Physical Plant, Office of Management Control, Projects Office, Human Resources and Business and Auxiliary Services. Kathy Boyd, Management Control Analyst and Karl Munsch, Director of Business Services will remain the editors.

Someone New!

WELCOME TAMISHA THOMAS!

We are pleased to announce the appointment of Tamisha Thomas to the position of Manager, Asset Accounting. Tamisha joins the ASU Business Office with 10 years experience in PeopleSoft Asset Accounting from the Medical College of Georgia. Her educational achievements include a B.B.A. in Business Administration and an M.B.A. in Leadership Development from Brenau University in Gainesville, Georgia. As the Manager of Asset Accounting, her primary responsibility will focus on asset accounting and financial reporting per the guidelines published by the University System Office, Business Procedures Manual. She will compile and report data for the completion of the Annual Financial Report for the University. Please join us in welcoming Tamisha Thomas to the ASU Asset Management Team. Her e-mail is tthoma44@aug.edu, extension 4558.

Who You Gonna Call?

Because we do not have an actual Property Control Manager on our campus, the functions are handled by several departments. Your first stop should be to the Asset Management web page, <http://www.aug.edu/cso/AssetManagementPolicy.html>. Also, most of your questions can be answered by referencing the Inventory Custodian—Quick Reference Guide.

Questions about transferring assets between departments, sending items to surplus, or help locating a missing asset:

Leon Smith, Central Services
ext 4773, lxsmith@aug.edu

To report a missing asset:

Public Safety
ext 1401

Questions about accounting for Capital Assets:

Tamisha Thomas Business Office
ext 4558, tthoma44@aug.edu

Tagline is a cooperative effort between:

Kathy Boyd,
Management Control Analyst
Vera Boyll,
Asst. Director of Financial Services
Karl Munsch,
Director of Business Services
Leon Smith,
Central Services Manager

Trade In?

SOMETHING NEW: ASSET TRADE-IN FORM

From time to time a department may want to trade-in a piece of equipment when they are purchasing new equipment. Circumstances can vary, but often a trade-in is desirable when there is a need to upgrade equipment or replace something faulty. When a trade-in is initiated it is important that inventory records are updated to properly reflect the activity.

If you fail to let the Business Office know that you have “traded-in” a piece of equipment, the asset will remain on your inventory report year after year, and can lead to confusion that could result in an audit finding.

How can you avoid all that? The answer is in the newly created “ASSET TRADE-IN FORM.” Complete this form at the time the requisition for the new item is created and be certain to distribute it to all the relevant parties: Central Services Office, Business Office, Purchasing, and your Departmental Inventory Custodian. The form can be found on line as part of the newly updated Asset Management- Inventory Custodian Quick Reference Guide. The new form will be on the campus e-forms web site soon, with links from the business office and the Central Services Asset Management web sites.

Inventory...again!



Leon Smith, Central Services Manager

Master’s Week is around the corner and you know what that means...blossoms, golf, tourists, and ASU’s Year - End Inventory!

In preparation for the state auditors, the official year-end inventory of capital assets and small value assets will begin the week of April 6th.

Leon Smith and Dennis Thompson from Central Services have the responsibility for conducting the year-end inventory, and you should expect to see them in your department during this week. Please prepare accordingly and welcome them should you see them. You do not necessarily need to be there, however, should they call for your assistance your cooperation is appreciated.



Dennis Thompson, Shipping & Receiving Supervisor

If you are aware of any changes to your inventory please take action now. Complete an Equipment Transfer Form to record the movement of assets within your department; to another department; to ITS; or to the Central Services Warehouse. Remember: *Keep a copy of the Equipment Transfer Form with your inventory records.* Now is a good time to review your inventory, so that you have familiarity with where assets are located within your department.

Upcoming Events

- April 6 –30—Central Services staff will be visiting departments to conduct the annual inventory.