

Asset Trivia

Hurry! Check your inventory report for your Asset Tag #'s and if you have one of these Asset Tag#'s, email Karl Munsch and let him know! kmunsch@aug.edu. The winners will receive a free 8 oz Starbucks coffee at the Food Court. Offer void after Friday, May 9.

Asset tag # 2275

Asset tag # 1245

Asset tag # 1182

Hint: LOTAMIN and HARPS

Unscramble the words, and you will know the brand names of these common items nearly every department uses. Think multiples.

I fought the law and the law won...

Georgia law pertaining to the disposition of state surplus property can be found in the Official Code of Georgia. Violations bring serious penalties.

Any official, officer or employee of the state who disposes of state property having a value of \$200 or more

is guilty of a felony and upon conviction will be punished by imprisonment for not less than one year, or more than five years.



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Warehouse Cleanup!

Keeping good inventory records demands orderliness. We all recognize that.

- ***In a further attempt to organize inventory records, Central Services will be taking on a major project this summer: A Clean-Up of the Central Services Warehouse.***
- ***Going forward, space constraints dictate that the use of the warehouse be limited to items that are to be "surplused" with the state.***
- ***All items, with few exceptions, currently in the warehouse will be sent to the State Surplus.***
- ***Long term storage of items will no longer be available in the Central Services Warehouse***

If your department has items that are being stored indefinitely in the warehouse for "future use", we ask that you begin to make plans now to make alternate storage arrangements. IC's are asked to notify their department chairs and faculty members NOW about this upcoming change. Our goal is to surprise no one, rather, let's plan together to make needed arrangements.

ICprofile



IC Profile: Gordon Spivey and Nick Mims, IC's for Media Services

Kudos to Gordon Spivey and Nick Mims for their systematic methods in tracking what is not only one of the largest inventories on campus, but also the most complex and widespread. They have developed a comprehensive departmental relational database to record the serial numbers and room locations of multiple projectors and other equipment, many with near identical descriptions. Can it get confusing? You bet! Just ask Gordon to help unravel a mystery...and he's on it. He's the first to admit he likes to solve a problem. And he does it very well, with an able assist from Nick. Thanks guys.



Who You Gonna Call?

Because we do not have an actual Asset Manager on our campus, the functions are handled by several departments. Your first stop should be to the new Asset Management web page, <http://www.aug.edu/cso/AssetManagementPolicy.html> which we hope to use as a tool for continued communication. 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 change in Inventory Custodians:

Clorette Riddle, Business Office
ext 1769, criddle@aug.edu

To report a missing asset:

Public Safety
ext 1401

Questions about accounting for Capital Assets:

Vera Boyll, Business Office
ext 4651, vboyll@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

faq

Q. How do I get rid of this old microscope, camera, etc.? It doesn't work and is taking up space?

A. If you have an item that you no longer need, doesn't work, or is otherwise collecting dust, take proper action to remove it from your inventory. Use the Equipment Transfer Form to request that an item be sent to the Central Service Warehouse. Again, be sure to keep a copy of the Equipment Transfer Form with your inventory records for future reference (the state auditor might ask to review it). Once you have completed the form, Central Services will pick up the item and then "surplus" the item with the State of Georgia, Department of Administrative Services.

The Equipment Transfer Form is available online at www.aug.edu/cso

Inventory...again!



Leon Smith, Central Services Manager

Over the past several months a campus wide effort has focused on reconciling inventory records. While in many respects it may seem as though we have been doing inventory all year, in essence what has transpired is a large "clean-up" effort. As part of this "clean up" Inventory Custodians have been asked to take on more responsibility for maintaining accurate department inventory records. This mandate to improve inventory practices came from the state auditors as a result of the annual audit last fiscal year. As the current fiscal year winds down, it will not be long before the state auditors are visiting once again. Our goal is to have improved our audit standing.

In preparation for the state auditors, the official year-end inventory of capital assets and small value assets will be conducted the week of May 12.



Dennis Thompson, Shipping & Receiving Supervisor

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. Karl Munsch, Director of Business Services, and Kathy Boyd, Management Control Analyst will be working with Leon and Dennis.

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

- May 12—16—Central Services staff will be visiting departments to conduct the annual inventory.