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We can't let an issue of Tagline pass without pointing out...

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.

Inventory Time!

Our annual Fall Inventory is fast approaching. The ASU Business Office will be distributing departmental inventory reports to all Inventory Custodians beginning October 27, 2008. We ask that you return the completed reports to the Business Office no later than November 14, 2008.

You can make your inventory process go more smoothly by making preparations now.

- › Sharpen your pencils (No, you don't have to count them, just make sure they are sharp!) (You don't have to count the shavings either.)
- › Do a spot check of your inventory (Yes, you will have to count it when you get your report, normally, you will get up to one in your count for each item)
- › Ensure that your items have their ASU Property Tag. (Because of recent budget cuts, if it is missing, we'll be asking you to fabricate new ones from the soda cans in the recycling bins, instructions to come soon)
- › Ask that one professor to return that (insert item here) which is buried in his/her office under stacks of books, old food wrappers, and used Starbucks cups. (Please wipe off the coffee stains)
- › But seriously, we ask that you take your time and submit the inventory report back to the business office by the deadline.

ICprofile

Tooting the horn of Margie Russ! Inventory Custodian, Music Department, Fine Arts Center



Margie Russ

Are you dreading the upcoming physical inventory? Please... *don't ask Margie Russ for sympathy!* Perhaps more than any other IC on campus, Margie is well practiced in the art of inventory taking. While preparing for the remodeling project in the Fine Arts Center, Margie had the responsibility of tracking the Music department's inventory as instruments were transported to all corners of the campus for temporary storage. Margie presided over the move of the Steinways and the English horns, as well as the saxophones, tubas, bassoons, and flutes! As any of us would, she fretted about security, loss and damage to a high dollar inventory. And then when it was time to move back in, there she was - taking count all over *again*. Thank you Margie, for your take charge attitude. ASU is singing your praises.

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 missing asset:

Public Safety
ext 1401

Questions about accounting for Capital Assets:

Vera Boyll, Business Office
ext 4651, vboyl@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. What should I do if an Asset is missing?

A. Once you are aware that an item is missing, you should contact ASU Public Safety at 737-1401 as soon as possible to make a Police Report of the missing item. This will provide a record that we know the item is missing and will allow Public Safety to take measures that may help recover the asset.

New Asset Management Forms!

We are pleased to announce two new interactive forms that will assist with our Asset Management functions. A new Equipment Transfer Request Form and a new Temporary Removal of Equipment Form have been developed by ASU Information Technology Services. These forms will replace the old “Equipment Transfer Record” form and the “PC Removal From Campus” form listed in the E-forms section of the web site.

You may access the forms by logging into Pipeline, then clicking the Elroy tab. Scroll down to the “Employees” section and click. You will see the forms listed.

The forms are fairly self explanatory, but here are a few hints.

Equipment Transfer Request (Use this form anytime you move equipment from a room or department or you are sending an item to surplus)

1. Select the number of items you want to transfer, the form will generate fields for the quantity you have selected.
2. Indicate if the items are going to Surplus by checking “Yes” or “No”, if Surplus, additional fields are populated for you.
3. The form will populate with your name and e-mail information, but you will select your department and phone number.
4. Complete as many fields as you are able. Fields marked with a red asterisk are required.
5. If transferring to another department, complete the new department contact information, they will be notified that a form has been completed.
6. You will receive a confirmation e-mail. The e-mail includes a signature line for Central Services to sign if the item is being removed by them.

Temporary Removal of Equipment Form (Use this form anytime you are removing equipment from campus for business purposes. You may complete a form to cover the academic year (or any period of time up to one year) for items that are frequently removed like laptops)

1. Simply fill in the fields.
2. You will receive a confirmation e-mail.

Special thanks go to Justin Clifton and Bill English in ITS for developing the forms, and many others for their input on the design of the forms.

New Moving Services Forms Coming Soon!

A new Moving Request Form and a new Moving Services Checklist are coming soon! Check the ASU e-forms website for these forms later this month!

Upcoming Events

- October 27, 2008 Fall Inventory Reports distributed to departments
- November 14, 2008 Completed Fall Inventory reports due to the Business Office