

## Why do we need to track property?

Ensure proper handling and disposal.

*Reporting obligations:* Funding agencies, financial statements, cost analysis and DOT.

Liability considerations.

Federal and state requirements (AS 36.30.005, AS 14.40.491 OMB Circular A-110, and OMB Circular A-21).

## What property do we inventory?

Purchases costing \$5000 or more (total cost).

Sensitive items (transportation equipment and weapons) .

What is typically used for scanning and validating in inventory management?

*Barcode scanners:* Handheld devices that scan barcode labels on items.

*Mobile devices:* Smartphones or tablets equipped with scanning apps for inventory management.

## What if my item is not scannable?

*Use Alternative Methods:* If a barcode or tag is unreadable, consider using alternative methods for identification and tracking.

*Manual Entry:* Enter the item's details manually into the inventory system using a keyboard or scanner.

*Serial Number:* Use the item's serial number or unique identifier to track it in the inventory system.

*Description:* Use a detailed description of the item to locate it in the inventory system.

*Report:* Items not tagged report to the property coordinator of the department that the item has been located so can be manually marked in the system.

## How do I Update or Replace Tags?

## Where are the inventory lists located?

All inventory lists are accessible on the UAF shared drive under property inventory.

There is a tab for each department.

If you're having any trouble accessing or finding these drive locations, please contact the UAF property office email or phone: 907-474-6143 or [uaf-property@alaska.edu](mailto:uaf-property@alaska.edu).

## There are things on my list that need to be corrected in some way?

Email the property office of what needs to be fixed: [ajames19@alaska.edu](mailto:ajames19@alaska.edu) or [uaf-property@alaska.edu](mailto:uaf-property@alaska.edu).

