

## CAPITAL EQUIPMENT INVENTORY INSTRUCTIONS

### STEP #1: ASSET LOCATED?

Select from the drop-down menu:

- **“Yes”**
  - Choose this option if you are certain that the asset has been successfully located.
  - If the asset is located and it is determined that it needs to be disposed of, follow the normal disposal process and submit a Transfer of Property form to [wsupropertycontrol@wichita.edu](mailto:wsupropertycontrol@wichita.edu). The transfer of Property form and instructions can be found [here](#).
- **“No - transferred (update org, location &/or custodian)”**
  - Choose this option if the asset has been transferred to another location, custodian, or organization.
- **“No - disposed (update disposal date & method)”**
  - Choose this option if the asset was disposed of. Typically, this is a process that can be done at any time during the year. However, if it is determined that you have an asset that was disposed of and not removed from this inventory list, we will dispose of it now.
- **“No - missing (add comment)”**
  - Choose this option if you have exhausted all resources to locate this asset and are unable to locate it. Choosing this option will result in communication from Property Control attempting to research further. You should NOT select a disposal method in this case, unless it has already been properly disposed.

#### Examples of Choosing “No” in column A.

- If an asset has been **transferred**, provide the new organization, Location, and Custodian in columns P-S. See definitions area of this document for details of each column.
- If an asset has been **disposed of**, please complete column T with the disposal date and the drop-down in column U. Provide details in the comments if necessary.
- If an asset is **missing**, provide an explanation in the comments section.
- For any other circumstances, select "Other" and provide details in the comments.

### STEP #2: HAS ASSET TAG?



Select from the drop-down menu:

- “Yes”
  - Choose this option if the asset has a physical tag on it.
- “No”
  - Choose this option if the asset has been located and there is no physical asset tag. Choosing this option will result in Property Control Providing a new tag for you to place on this asset when inventory is completed.

### STEP #3: IS ALL DATA CORRECT?

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Review the asset data presented in the blue area of the spreadsheet, columns “D” through “O”. Then, select from the drop-down menu:

- “Yes”
  - Choose this option if there are no issues with the asset data.
- “No - update fields that need changed”
  - Choose this option if there are any discrepancies in the asset data. Upon selection, please update the necessary details in columns 'P' through 'V' on the far right of the spreadsheet.

### STEP #4: UPDATE MISSING OR INCORRECT DATA

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If you have chosen “No” in step 3, you must provide the necessary correction(s) in columns 'P' through 'V' on the far right of the spreadsheet. This will result in Property Control updating the asset record. If additional information needs to be shared, please use the comment column as well.

NOTE: If you have **capital assets that are not on your inventory list**, you can report them in the “Assets Not Listed” spreadsheet included with your inventory list. Property Control will follow up with you for details. If you are unsure if an asset is considered capital, you can reach out to Property Control for assistance.

### STEP #5: REVIEW AND SUBMIT

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Ensure that you have completed inventory for each location tab of your spreadsheet. Review each location tab to ensure all assets have been reviewed. Once you have completed the Capital Equipment Inventory, save the file and **upload it to the submission form** [HERE](#). Here are the Steps:

1. Access the submission form [HERE](#)
2. Upload Inventory List files & “Assets Not Listed” file (if applicable)
3. Select the certification field
4. (Optional) Add Information
5. Submit

Be sure to retain a copy of the completed inventory for your records. Property Control may contact you if any additional questions are warranted.

## GENERAL DEFINITIONS

### **Perm Tag #"**

This is also called the "Asset Tag" which should be physically located on the asset nearest the serial number if applicable.

### **"Asset Desc"**

The name and/or identifying features of the asset.

### **"Serial Number"**

The serial number that belongs to the physical asset.

### **"In Service Date"**

The date on which the asset was first operated for its intended use.

### **"Cost"**

The capitalized cost of the asset.

### **"Org"**

The organization responsible for the asset, not necessarily the org that purchased the item.

### **"Org Description"**

The name of the responsible organization for the asset.

### **"Location"**

Location of the asset, generally the building name and room number.

### **"Custodian"**

Assigned individuals responsible for safekeeping, maintenance, and usage management for the asset.

### **"Equipment Manager"**

This is typically the organization leader that assigns asset custodianship within their responsible organization.

### **"Disposal Date"**

Date Asset was properly disposed of.

### **"Disposal Method"**

The method in which an asset is/was disposed of. See "Defined Disposal Methods" below.

## DEFINED DISPOSAL METHODS

### **Recycled**

E-waste for equipment that is electronic and require special disposal treatment.

### **Cannibalized for Parts**

Asset was dismantled for parts and no longer can be used for its intended purpose.

### **Hauled to Dump**

Assets are being sent to a landfill.

### **Returned**

Asset was returned to the manufacturer/retailer from where it was purchased.

### **Sold**

Asset was sold via auction, etc.

### **Lost**

Asset cannot be found and there is no record of theft occurring.

### **Stolen**

Asset was stolen and reported with a police report, to Property Control.