

# Salisbury University

## Instructions for Using the Handheld Scanner To Perform the Annual Equipment Inventory

The University classifies equipment into 2 groups, capital and non-capital. Capital items cost over \$5,000.00 and have a useful life of more than one year. All capital items are tagged with an SU inventory tag, and are tracked in the inventory system.

Non-Capital equipment items cost between \$100.00 - \$4,999.99, and may be may be considered sensitive (i.e. susceptible to theft). Any non-capital items costing more than \$1,000.00 are tagged with a serialized tag and tracked on the inventory system. Items with a value less than \$1,000.00 typically have a Salisbury University Non-Capital Equipment tag.

### General Hand-Held Instructions

Inventory Control will deliver the hand-held to the scheduled department in the morning. At that time, we will demonstrate the use of the hand-held to the person who will be taking the inventory, and answer any questions that arise.

Each inventory item must be scanned. Any items that cannot be scanned should be listed on the "Equipment Not Scanned" form provided with the hand-held, including the current location and reason the tag could not be scanned.

Inventory Control will follow up on any items that are listed on the "Equipment Not Scanned" form by tagging/re-tagging equipment or other action as necessary.

It may be helpful to send an email to those people whose offices you must inventory, asking them to make sure all inventory items are plainly visible in their offices. For example, some people do not use computer speakers, and may have them stored in a file cabinet.

Equipment that is out on loan must also be scanned. You should have a duplicate copy of the loan form on file. The building/room numbers for loaned items are entered as OffCampus. If you do not see your loan form number in the list of off campus locations, scan all loaned items under an available OCXXXX, and make a note of the correct loan numbers on the scanner instruction sheet. If needed, loan forms can be obtained from the Inventory Control office.

Hand-helds must be brought to the Inventory Office, HH-226, before 4 p.m. on the day of return. We must upload the scanned inventory, reset the hand-held, and charge it overnight for the next department's use. With only 3 hand-helds to loan for inventory, the schedule is very tight. Any department that does not return the hand-held on time will not be offered use of it in the future.

After the hand-held is uploaded, Inventory Control will generate a report that lists any items assigned to the department that were not located during the inventory scanning. The report will be emailed to the person who performed the inventory scan. The degree of follow-up on items not located will depend on the number of items. If many inventory items are listed, we may contact the department to schedule a second scan date to complete the inventory. If the department is not on the audit schedule, and few items remain to be verified, the remaining items can be manually verified and the printed report can be submitted to finalize the inventory.

### A Completed Annual Inventory

An inventory is **COMPLETE** when:

- a) All items have been scanned.
- b) The person who inventoried the equipment has signed and dated the discrepancy report, which will be sent after the department's inventory is reconciled.
- c) Any items not located are appropriately documented so that they can be removed from your department's inventory. For example: copies/numbers of University Police reports for items that were stolen; work orders; a memo from the Budget Administrator detailing the disposition of the equipment. Items will not be moved to another department's inventory unless the receiving department confirms that they are in possession of the equipment.

If you have any questions or need assistance getting the scanning process started, please contact Heather Saxmann at extension 36055.

– Thank you!

**Examples of items that will be tagged  
(Not All Inclusive)**

- Computer equipment: desktops, all in one units, servers, printers, scanners, monitors (*greater than 22" in width*)
- Office equipment: copiers (unless leased), fax machines, cash registers
- Audio/visual equipment: TV's, VCR's, stereos, projectors, cameras
- Communication equipment: 2-way radios
- Appliances: dishwashers, microwaves, freezers, refrigerators
- Vehicles: including utility carts & grounds vehicles
- Fine art (prints, paintings, & sculptures), usually tagged on the back
- Furniture: valued at \$1,000.00 or more
- Exercise equipment: treadmills, ellipticals, stationary bikes
- Scientific equipment: balances, scales spectrophotometers, oscilloscopes, microscopes
- Facility maintenance: ladders, power tools (over \$100, generators, power washers
- Facilities equipment: buffers, floor scrubbers, vacuum cleaners, carpet shampoos
- Grounds equipment: lawn mowers, trimmers, tractors
- Recreational equipment: bicycles, canoes, boats, trailers
- Persian carpets: assigned an SU tag but not physically tagged
- Musical instruments
- Athletic/Sports equipment: batting cages, pitching machines, tackle sleds