

# Frequently Asked Questions

## 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?

- If an item is missing a tag, or a new tag is needed, email the UA property for new tags: [uaf-property@alaska.edu](mailto:uaf-property@alaska.edu).
- Ensure that the new tag is properly encoded and adheres to the item for readability.

## Where to place tags on items?

- Please see the [memo tag placement document](#).

## Where are the inventory lists located?

- All inventory lists are accessible on the UAF shared drive under property inventory.
- There is a shared drive 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).
- Or there is a note tab to add notes on the changes.

## What do we do about Property that is not found or un-located?

- It is the responsibility of the campus property coordinator to thoroughly research each piece of unlocated property and submit a lost/stolen or un-located form for each item for 2 consecutive years. Please use [this form](#) to report stolen or unlocated property.
- Any Tagged item that is movable with an engine or marked as a sensitive asset and comes up missing or unlocated a police report needs to be filled.
- Any items stolen have to have a police report filled and submitted with the stolen form.
- University owned property that has not been located for 2 consecutive years and has been verified and reported as un-located by the campus, will be written off and marked as disposed.

## Why are we Recording Vehicle Mileage?

- This is a State of Alaska DOT annual requirement.

## How do I do a Property Transfer?

- For a property transfer within UA, please use the [property transfer report form](#).
- For a property transfer to an outside facility (non-UA), use the [agency transfer form](#).
- Please note that both of these forms will require signatures of both the sender and receiver.

## Can I use UAF items for personal use off campus?

- Yes, you will need to fill out the [authorization for off campus use form](#), it must be signed every year.
- APPROVAL MUST BE FROM SUPERVISOR OR HIGHER LEVEL AS PRESCRIBED BY THE CHANCELLOR OR VICE CHANCELLOR (with signatures).
- You must list the item on inventory as being for personal use and attach the form.

## How do I research the property purchase?

In banner use:

- FFIMAST – Fixed Asset Master Query
- FOIDOCH – Document History
- FPIPURR – Purchase Order Inquiry
- FTMFUND – Fund Code Maintenance
- FRAGRNT – Grant Maintenance
- FFIPROC – Fixed Asset Procurement Query

## What are the adequate progress expectations?

- All inventory should be finished no later than December 31st
- Inventory Time Frame: The time frame of how long a department has to get inventory scanned is based on how many items are on your department inventory:

# of Items	Timeframe
1 to 50	3 day
51 to 199	1 week
200 to 399	2 weeks
400 and above	3 weeks

## Is storage space available?

- UAF offers storage space at the Aurora Facility.
- For on campus storage at the Aurora Facility, fill out the [Storage Space Form](#) and email it to [fdbedel@alaska.edu](mailto:fdbedel@alaska.edu).