

Annual Property Inventory

Instructions for Property Custodians or Designees

If the Property Custodian wishes to delegate the annual inventory to a Designee, the Custodian must notify, via email, the Inventory and Assets Manager ([Martin Valentine](#)), indicating the Designee's name, Santa Fe Identification Number, and the department number(s) the Designee will have access to in Property Browse for inventory purposes.

How to access your property inventory.

1. In eStaff, under **My Accounts (ACIM WEB)**, select **Department Reports**.
2. Select the **Property Browse** report, and then choose a department number.
3. The Property Browse report will open in a separate window.

Department Reports

END OF RECORDS - SUBMIT OR USE FUND BUTTONS

Fiscal End Year: 2012

Start at Department: SUBMIT

OR

Select Fund to view: FUND 1 FUND 2 FUND 3 FUND 4

Select a report,

- Ledger Summary
- Encumbrances
- Purcha Status Browse
- SFCC I Access
- Ledger Detail
- Property Browse**
- Department Ledger Report
- Six Year Budget and Expense
- Six Year Budget and Expense Export
- Full-Time Budgeted Positions

then choose a department. 3

- 16220001 - OFFICE FOR FINANCE
- 16220011 - FINANCIAL OPERATIONS - S
- 16310001 - INFORMATION TECHNOLOG
- 16310011 - ITS-CUSTOMER SUPPORT
- 16310021 - ITS-NETWORK & TELECOMM
- 16310031 - ITS-SYSTEMS & OPERATION
- 16310041 - ITS-INFORMATION SYSTEMS
- 16310101 - ITS SPECIAL PROJECTS
- 16320001 - HUMAN RESOURCES
- 16320011 - EMPLOYEE RECOGNITION /
- 16320021 - EMPLOYEE HOSPITALITY
- 16320041 - HR-SEARCHES
- 16330101 - PURCHASING

PROPERTY BROWSE

END OF RECORDS

Department Number: PURCHASING

Commodity Selection:

Search Description, Vendor, Serial and PO for:

Show Disposed Property?

Show Updates Only?

Sort by? Decal Location Inventory Date

Decal	Desc.	PO	Serial	Value	Primary User	Site	Bldg	Room	Inventory Date	Update Check all Clear all
311947	COMPUTER, DELL OPTIPLEX 7440 AIO	Y60993	8B7JGB2	1,310.00	TYFFANY WISHART	NW CAMPUS	F	028C	02/20/2019	<input type="checkbox"/>
312369	COMPUTER, DELL OPTIPLEX 7440 AIO	Y64828	7M9JCH2	1,090.00	DAVID SHLAFER	NW CAMPUS	F	046	02/20/2019	<input type="checkbox"/>
313313	COMPUTER, DELL OPTIPLEX 7450 AIO	Y71050	B4KBXQ2	1,065.00	HEATHER DOMIN	NW CAMPUS	F	042	04/01/2019	<input type="checkbox"/>

This report is a list of all inventoried items in a department. It includes the following information:

- **DECAL** - Decal or Property Number of the item. Usually affixed to the item on a label that says, “PROPERTY OF SFCC”, “PROPERTY OF SFC” or “PROPERTY OF SF” with six numeric digits.
- **DESC** - Description of the item (e.g. brand, model, make, etc.).
 - If you would like the description revised for clarity of your department, please send an email to the Inventory and Assets Manager ([Martin Valentine](#)).
- **PO** - The Purchase Order on which the item was originally purchased.
- **SERIAL** - The unique serial number assigned to the item by the manufacturer.
 - If a property decal is damaged or lost, the serial number may be used as confirmation the equipment was located.
- **VALUE** – Estimated current value of the item.
- **PRIMARY USER** – The employee to whom the item is assigned or who has in their possession. This field is modifiable by the Property Custodian or Designee.
- **SITE** – Campus location of the item, selected from a drop-down list. This field is modifiable by the Property Custodian or Designee. The drop-down list shows letters, with the following choices:
 - M = Northwest Campus
 - A = Andrews Center
 - D = Blount Center
 - P = Kirkpatrick Center
 - R = Davis Center (Archer)
 - W = Watson Center (Keystone)
 - C = Perry Center (Alachua)
 - OTHER = physically located someone other than one of the campus/center locations

- **BLDG** - The building where the item is located. This field has space for two characters.
- **ROOM** - The room number is where the item is located (usually 3 characters, sometimes 4).
- **INVENTORY DATE** - The date this item was last updated in the inventory report.
- **Update Boxes:** Select the box for each item inventoried then select "Update Inventory." All items must reflect an inventory date of 07/01/2024 or later to be considered for this audit.

To print your list, select the blue **Property Decal Report** button (right hand corner, above property listing, on the Property Browse Report) and a printable report will be generated for you. (You may be prompted to enter your SF ID number.)

PROPERTY BROWSE

END OF RECORDS

Department Number: PURCHASING

Commodity Selection:

Show Disposed Property?

Show Updates Only?

Search Description, Vendor, Serial and PO for:

Sort by? Decal Location Inventory Date

Decal	Desc.	PO	Serial	Value	Primary User	Site	Bldg	Room	Inventory Date	Update Estimate Check all Clear all
311947	COMPUTER, DELL OPTIPLEX 7440 AIO	Y60993	8B7JGB2	1,310.00	TYFFANY WISHART	NW CAMPUS	F	028C	02/20/2019	<input type="checkbox"/>
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Please enter your own SF ID with a leading 0:

Display items that have been disposed?

1 of 11 | 100% | Find | Next

PROPERTY INVENTORY REPORTS

Property Custodian Decal Report for Excel

Departments for Custodian 026008689
Disposed Items Not Displayed

Data as of 11/4/2019 11:12:39 AM

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Dept Num	Decal	Description	Location	PO	Serial	Last Inventory Date	Value	Primary User
19990001	027924	1998 CHEVROLET C2500 PICK-UP	M W 049	X05081	1GCGC24RX	11/20/2018	16,971.00	SURPLUS
19990001	028393	DESK, LOUIS XIV STYLE	M H DOME	028393	NONE	11/01/2018	10,000.00	
19990001	028787	STEREOMICROSCOPE, KEN-A-VISION	M X 112	X12970	101234	02/21/2019		SURPLUS
19990001	028946	MICROSCOPE, SWIFT MODELS	W KB 102	X16632	9898803	04/12/2019		SURPLUS
19990001	029573	SCISSOR LIFT, GENIE GS-2646	M H DOME	X22673	GS-25994	11/06/2018	12,121.15	SURPLUS
19990001	031029	LENS, NIKON 17-35MM F2.8D AF IF AF-	M P 125A	X44317	NONE	01/29/2018	1,499.95	MATTHEW
19990001	031632	PROJECTOR, SHARP PG-A20X	D DA 145	X53926	406317946	04/06/2018	1,598.00	KAREN COLE-SMITH
19990001	031823	PROJECTOR, SHARP LCD PG-C45X	M Z SHED	031823	306315436	04/22/2019		SURPLUS
19990001	031824	PROJECTOR, DELL 2200MP	M Z SHED	Y01128	HGGMC41	08/29/2019	899.00	SURPLUS
19990001	032089	EKG MACHINE AND SPIROMETER	M W 049	Y05607	07200222	11/12/2018	5,253.00	SURPLUS
19990001	032113	PROJECTOR, DELL 2300MP	M Z SHED	Y06606	CP5LV61	08/29/2019	1,099.00	SURPLUS

After obtaining your property list(s), perform the physical inventory.

1. Physically verify each item's existence, identify the Primary User, and note the location.
2. If you are unable to physically sight an item(s), photographic documentation, or email confirmation, from the person with possession of the items is acceptable.
3. Only the Property Custodian or a listed Designee may perform the physical inventory.

Finally, update your Property Browse reports in eStaff.

1. Open the Property Browse as described above and click the check box for all items found.
2. If necessary, update the Primary User, Site, Building, and/or Room fields.
 - Items over \$5,000.00 cannot be modified by the Property Custodian or Designee; these items will be inventoried by the Inventory and Assets Manager.
 - If you have questions as to whether an item valued \$5,000 has been inventoried, please email *the Inventory and Assets Manager* ([Martin Valentine](#)).
3. Mark the checkbox in the **Update Date** column and click the **UPDATE INVENTORY** button. The **Inventory Date** will change to the current date. *Since the date cannot be entered, it is important to perform this step **before** the property inventory deadline.*
4. Upon completion of the inventory, notify the Inventory and Assets Manager, via email.

Missing Items, Found Items, or Other Discrepancies

If any items on your property lists are missing, if you find decaled items that are not on your lists, or if there are any other discrepancies or changes to report, email the Inventory and Assets Manager as soon as you complete your inventory update.

Missing Items: (listed on the report but not physically found) Include the decal number and an explanation of events, including written confirmation from the property custodian. Missing items will be reported to the Police Department for investigation.

Found Items: (physically located but not listed on the report) Include the decal number, building/room number, and the department number where the item should be listed.

Discrepancies: Provide as much information as possible. The Inventory and Assets Manager will communicate with the Property Custodian or Designee to reconcile any errors or discrepancies.