Property Inventory Procedures

1. Check Out Scanner
   a. Property Management (propertymanagement@uhd.edu) will issue an email notification when it is your department's designated week to check out the scanner.

2. Scan Department – due April 30
   a. Scanners may be checked out for a period of one (1) day, as the number of available scanners is limited.
   b. Larger departments may request approval to use a scanner for up to two (2) days.
   c. Complete the inventory by scanning all items that have an assigned tag.
   d. Return the scanner to the Property Management Team upon completion. All scanning must be finalized by April.
   e. Student workers are permitted to perform scanning; however, property custodians remain fully responsible for the inventory.

3. Receive Email with Spreadsheet of Equipment Not Scanned
   a. Lists any equipment that was not scanned.

4. Find the Equipment Not Scanned
   a. Custodians will have **seven days** to locate all missing items.
      i. We require documentation to update inventory reports. (DocuSign Forms, IT emails, physically locating the equipment)
      ii. Any equipment not found will be listed as missing. A missing form will have to be submitted for each missing item.

5. Inventory Confirmation Form – due May 31
   a. Inform the Property Team of changes and corrections to the inventory list with backup.
   b. Custodians will receive Inventory Confirmation forms once updates are complete.
   c. Department Heads will certify the completion of the annual physical inventory by May 31.
   d. A new departmental inventory listing will be available and provided upon request.

6. Docusign Required Forms
   a. Designation of Department Property Custodian – due July 1
      i. Forms are required even if the Custodian remains the same.

      ii.   Please send an email confirming the alternate custodian to propertymanagement@uhd.edu

b. Authorization for Off Campus Property Form – Due August 1
   i. Include employee ID
   ii. Include employee's room number
   iii. Include only Home Address
   iv. When employees leave UHD, any equipment used off campus must be returned to the Property Custodian. Please stress to Staff and Faculty all returns must go to the custodian.
   v. When you receive the equipment, whether it is kept in the department or sent to IT, **please process DocuSign Form.**
   vi. Email IT for pickup of the equipment at ITServiceDesk@uhd.edu

c. Other note
   i. Please enter information correctly.
   ii. Edits cannot be done to forms that have been initiated. Incorrect forms will need to be voided and recreated. Each form costs UHD $1.
   iii. Authorization for Off Campus Property - Off Campus address is home address, NOT the UHD address. If it is not correct a new form will have to be created.
   iv. Ensure the email addresses are correct.
   v. Property Management can correct the recipient/signers of the form if you have not signed.
   vi. Please review before you sign.
   vii. You may have to sign more than once.
   viii. You will receive an email for every signature.
   ix. Communicating to new employees a DocuSign form will be sent via email for their review and signature.
   x. Do not sign if it is not your department. Email or call to discuss.
   xi. Download or print copies of any form for your records before you click Finish.
   xii. If you have any problems or questions, please ask. Email:
   xiii. propertymanagement@uhd.edu In the subject line add department #, department name and reason. For example, tags, forms, scanner, rescheduling, etc.

7. Be Vigilant Over your Equipment for the Remainder of Year
   a. You are custodian of the equipment in your department, its safety is under your care.
   b. If you see an IT person taking a computer – ask!
   c. If you see anything out of the ordinary – ask!

     d.   You are responsible for your department's inventory!

8. IT Department
     a.   Do not contact IT about inventory. Email propertymanagement@uhd.edu
     b.   Only IT can move IT equipment.
     c.   IT tracks equipment that is not part of your annual inventory.
     d.   If you have any old equipment that is salvaged, create a ticket with IT. Please note that this must be completed PRIOR to starting your fiscal year's inventory.