

1. EKU BUILDING & BUILDING CODES

This listing gives you the name of the building and the building code. Locate the two digit building code for your location and add the room numbers. (Example: 119 Jones Bldg = JB119; Coates Bldg Lobby = COLOBB; 12 Coates Bldg = CO12; 119A Jones Bldg = JB119A)

Keep in mind that if you have moved to a new location and did not “transfer” your equipment, your inventory may be in your “old” location. In that case, you would check both locations.

NOTE: Budget Unit Heads must verify that all locations occupied by their departments have completed an annual physical inventory

2. EPRINT INSTRUCTIONS FOR INVENTORY MAINTENANCE & REPORTING

Once you have located your building code, open the EPRINT attachment for “step-by-step” instructions, with the following objectives in mind:

- a. **Verify** the location of all items listed (Check “Y” or “N”)
- b. **Add** any equipment/furniture, with a value greater than or equal to \$3000.00, not listed on the printout.
- c. **Update** item description, if necessary
- d. **Surplus** any inventory no longer needed in your department (see attached Surplus/Bulletin Board instructions.)

3. FREQUENTLY ASKED QUESTIONS REGARDING INVENTORY

This attachment should be read before you begin the Inventory process. It should answer all your questions regarding the annual inventory.

4. SURPLUS/BULLETIN BOARD

Surplus items should be entered on the Surplus Inventory System Bulletin Board. Please click on the link <http://www.purchasing.eku.edu/sis/> or go to the Purchasing page available through the quick links on the EKU Homepage. Select Surplus Property and follow the instructions listed. Your User Name and Password will be the same as your Microsoft Outlook login.

NOTE: ASSETS BELOW \$3000 (DATE OF PURCHASE) HAVE BEEN DELETED FROM THE SYSTEM! DO NOT ADD THEM (OR THESE) TO YOUR INVENTORY SHEETS! EXAMPLES OF ITEMS \$3000 AND BELOW (OLD FILE CABINETS, SIDE CHAIRS, LAMPS, COMPUTER DESKS, MOST COMPUTERS)

It is important that our inventory records are accurately maintained for insurance purposes. I appreciate your efforts to provide updated information in a timely manner. **Please return your signed, verified listings to Angela Burrows, Fixed Assets Accountant, Jones 213, 2-1819.**