**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.





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:

O M = Northwest Campus

o A = Andrews Center

o D = Blount Center

o P = Kirkpatrick Center

o R = Davis Center (Archer)

o W = Watson Center (Keystone)

o 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.)





**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.