

## MOVEABLE CAPITALIZED EQUIPMENT ASSET INVENTORY AND TAGGING - 2019

### Expectations for Reconciliation Appointment with HCA Staff

As the 'Blitz' phase of the asset tagging project continues to move forward the 'Reconciliation' phase will begin in March. HCA will be reaching out to the departmental point of contacts to coordinate reconciliation appointments. If you are contacted, it is because you are listed as the departmental point of contact for asset inventory with WUSTL Property Accounting.

HCA has attempted to access spaces and identify assets that match data fields in the WUSTL Property Accounting database. Assets remaining on the reconciliation list indicate that HCA has not positively identified the item and has not affixed a new RFID tag. Reasons why it was not found and tagged may include:

- Could not locate asset
- Could not access space
- Could not see or verify the serial number / serial number did not match database

To expedite the reconciliation process the departmental point of contact will need to meet with the HCA staff or coordinate the necessary stakeholders to meet with HCA during a scheduled time. It will be very beneficial if the reconciliation list that will be provided by HCA is reviewed in advance and departmental representatives are prepared to show HCA the assets or provide information as to why it cannot be shown. For example the asset was:

*Cannibalized*

*Disposed*

*Traded*

*Transferred*

*Could not locate (will remain on Inventory for additional review)*

**If an asset is no longer in use or not at the university it is the departments responsibility to update the WUSTL Fixed Asset system or work with Cindy Bugg in Property Accounting for assistance with the disposal.** The following information will be needed to process an asset disposal in the system:

- **Disposal reason** - Junk, Lost, Destroyed, Transferred
- **Sold** – provide sale proceeds, the buyer, and the FIS receipt voucher number (RV#).
- **Traded** – provide trade amount received and PO# of the related new asset(s)

If an asset has been relocated to another building or room, HCA will update the database during the reconciliation meeting.

#### Who can I contact with questions?

HCA Contact: Mike Fister 314-775-3843 [mfister@hcamgt.com](mailto:mfister@hcamgt.com)

WUSTL Contact: 314-935-5618 [propertyaccounting@wustl.edu](mailto:propertyaccounting@wustl.edu)

#### Who can I contact for assistance with asset disposals in the Fixed Asset system?

Cindy Bugg, Property Accounting [cindy.bugg@wustl.edu](mailto:cindy.bugg@wustl.edu)

Phone: (314) 935-5618

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