

MOVEABLE CAPITALIZED EQUIPMENT ASSET TAGGING & INVENTORY - 2019 FAQ'S

Why are we tagging assets?

The university launched the asset tagging and inventory process of moveable capitalized (cost > \$5,000) equipment in January 2019. This was in response to the Facilities and Administrative cost recovery rate negotiations that the university implement a more effective solution to monitor assets. We recognize the importance of safeguarding assets and have implemented enhanced control procedures. In addition this will provide a clean baseline to integrate with Workday.

Who will complete the inventory and asset tagging and how often?

The university has partnered with HCA Asset Management, LLC to complete the inventory and asset tagging. Staff in the Property Accounting department will assist HCA. Departmental assistance will be needed to identify assets and resolve differences with existing asset records.

As tagging and inventory processes and procedures take shape, the goal is to tag new assets and complete partial inventory on a quarterly basis. These new procedures will allow for a full inventory of moveable equipment to be completed within the mandated 2-year cycle period.

How will I know the person entering our area is part of the inventory effort?

HCA staff will have badges for identification. They will be carrying laptops/tablets and small scanners, as well as a roll of asset tags. Any questions or concerns regarding individuals involved in this project should be directed to Property Accounting at 314-935-5618 or PropertyAccounting@wustl.edu

What determines if the asset will be tagged?

HCA will be matching the asset attributes to the current WUSTL Capital Asset file. Assets purchased are deemed Capital if the original single unit acquisition cost is greater than \$5,000 and the item has a useful life greater than 2 years.

If HCA discovers an asset they believe should be capital equipment they will ask staff, "Who owns the asset and how was it acquired?" If it seems to fit guidelines of a capital asset, Property Accounting staff will contact the department for additional paperwork to properly add the asset to the books.

What involvement will be needed from me?

HCA may need access to space, assistance in verifying assets via Serial Number and asset descriptions. HCA may ask staff in rooms to help identify something that may have been previously listed in the space or to move an item if they cannot see the Serial Number.

Any asset not located, HCA may ask for disposition information such as:

Cannibalized, Disposed, Traded-In or Returned

Please keep in mind if the HCA staff cannot view and confirm the serial number or other definitive information, they will not verify the item until they receive departmental confirmation.

When will HCA staff be in my location?

HCA will put together a schedule of buildings they anticipate visiting each week. There are many variables that impact their progress through each day, so providing specific timing for each building or floor is not possible. It is important to notify HCA if you have sensitive space or your area may not be accessible during a specific time, so they may plan accordingly. Once the schedule is prepared it will be located at this [site](#).

Where will the asset tags be placed on the assets?

*HCA Staff will need to tag the assets in a **visible**, consistent location. Placing the tag in a visible location allows performance of subsequent inventory efforts without interrupting staff or equipment operations. Even though RFID tags are being used, positioning the tag to the closest point to where a RFID reader will be waved, will improve the success rate of future efforts and reduce the departmental time to reconcile missing assets.*

Will all moveable capitalized equipment be tagged?

*HCA staff will evaluate the equipment to determine tagging feasibility. The tags used, are durable and have been tested under a multitude of conditions. If applied correctly they should remain affixed on assets located outdoors. If the asset is too small, sterilization is a concern, etc., HCA will note it as **UNTAGGABLE**.*

How will this change effect inventorying of assets conducted in the future?

Using RFID tags and readers and placing the tags in a visible location allows performance of subsequent inventory efforts without interrupting staff or equipment operations.

Will the tags interfere with WIFI or other wireless equipment or communication?

WUSTL has elected to use RFID technology – the tags deployed will be Passive UHF RFID tags. They are designed to operate on their designated frequency and should not interfere with any other equipment. This technology is commonly deployed throughout higher education, military, and healthcare organizations without interference concerns. With passive tags, a radio frequency signal is omitted after it receives a signal from the corresponding reader.

Why are you tagging assets that have exceeded their useful lives and are fully depreciated?

WUSTL has numerous assets that continue to be functional beyond their depreciable useful lives used for financial reporting purposes. While in use, such assets need to be tagged for control purposes. Further, there is no way for WUSTL Property Staff to know when an asset has become obsolete and is ready for disposal. It is the department's responsibility to have internal controls in place to report disposal of assets once they have become obsolete and/or are no longer needed or used by the department.

What if an asset is no longer in use or not at the university?

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 the 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 inventory.

Who can I contact with questions?

WUSTL Contact: 314-935-5618 or propertyaccounting@wustl.edu

HCA Contact: 314-775-3843 or mfister@hcamgt.com

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

Cindy Bugg, Property Accounting cindy.bugg@wustl.edu

Phone 314-935-5618

Please note this FAQ document will be updated as the project moves forward. Last update 11/8/19.

Better Data Means Better Outcomes