1. Why do we need to track property?
   - Ensure proper handling and disposal
   - Reporting obligations: Funding agencies, financial statements, cost analysis and DOT.
   - Liability considerations
   - Federal and state requirements (AS36.30.005, AS14.40.491 OMB Circular A-110, and OMB Circular A-21)

2. What property do we inventory?
   - Purchases costing $5000 or more (total cost)
   - Sensitive items (transportation equipment and weapons)

3. What is typically used for scanning and validating in inventory management?
   - Barcode scanners: Handheld devices that scan barcode labels on items.
   - Mobile devices: Smartphones or tablets equipped with scanning apps for inventory management

4. What if my item is not scannable?
   - Use Alternative Methods: If a barcode or tag is unreadable, consider using alternative methods for identification and tracking:
   - Manual Entry: Enter the item's details manually into the inventory system using a keyboard or scanner.
   - Serial Number: Use the item's serial number or unique identifier to track it in the inventory system.
   - Description: Use a detailed description of the item to locate it in the inventory system.
   - Report: Items not tagged report to the property coordinator of the department that the item has been located so can be manually marked in the system.

5. How do I Update or Replace Tags?
   - If an item is missing a tag, or a new tag is needed, email the UA property for new tags.
   - uaf-property@alaska.edu
   - Ensure that the new tag is properly encoded and adheres to the item for readability.

6. Where to place tags on items?

   - Please see attached memo tag placement.doc

7. Where are the inventory lists located?
   - All inventory lists are accessible on the UAF shared drive under property inventory.
   - There is a tab for each department.
   - If you're having any trouble accessing or finding these drive locations, please contact the property office email or phone.
   - uaf-property@alaska.edu or 907-474-6143

8. There are things on my list that need to be corrected in some way?
   -

14. What are the adequate progress expectations?
- All inventory should be finished no later than December 31st
- Inventory Time Frame:
- The time frame of how long a department has to get inventory scanned is based on how many items are on your department inventory:

1 to 50 items	**3 day**
51 to 199 items	**1 week**
200 to 399 items	**2 weeks**
400 and above	**3 weeks**

15. Is storage space available?
- UAF offers storage space at the Aurora Facility.
- For on campus storage at the Aurora Facility fill out the request form below and email to fdbedel@alaska.edu
- Storage Space form