

Property Control

Annual Equipment Inventory Procedures

Reason for Annual Inventory

In accordance with BOR Policy 11.4, mandatory physical equipment inventory is a requirement.

- ❖ All institutions within the University System of Georgia must conduct a mandatory physical equipment inventory annually.
- ❖ The results of this inventory will be updated into the equipment inventory systems utilized by the institution to satisfy state reporting requirements.
- ❖ These results should change the status or condition of the item if required, such as missing.

Annual Inventory Overview

Start date:
October 1st



Annual Inventory Overview

The annual inventory period is from October 1st through March 31st during each fiscal year. During this period, each Cost Center is required to perform a 100% audit of its GT tagged equipment.

Once an asset is marked as “Found” during the inventory period the status is locked in as “Found” until the next upcoming inventory period and CANNOT be changed.

Inventory assets that are listed as “Not Found” or “Not Inventoried” can still be marked as “Found” outside of the inventory time of October 1st through March 31st.

- Issues concerning assets that were previously surplus or traded-in should be resolved with the Surplus and Logistics Team BEFORE submitting the Annual Inventory Packet.
- All Cost Centers with 25 or more assets are required to use an RFID Scanner for inventory scanning unless special circumstances do not permit. Special Circumstances ex: offsite, on loan, area inaccessible.
- Offsite assets are assets that are “NOT” on GT campus. A picture of the asset displaying the CAE tag should be provided to the Property Coordinator by the custodian of the asset so that the asset and then be marked as “Found” with the scanner device.
- Some offsite assets that are off campus at different locations and is being used properly for state business can be marked as a manual “Found”. A properly filled out Equipment Loan Agreement must be on file for these items. Update any of these assets, as offsite; note the length of time the asset will be off campus in the sublocation detail section and property coordinators note in Workday.
- If an item is listed on the data printout but is not found or has been properly disposed, indicate the disposal method (i.e. Surplus, Stolen, Trade-in, Missing, Transferred, and Destroyed). Please make sure, proper documentation is recorded and submitted to property control in accordance with the Asset Management Training Manual.
- Please update tags that are illegible. Asset tags that will not scan should be first checked to see if it can be scanned in Barcode Mode, if asset still does not scan replace the tag with a new RFID tag, then scan the new asset tag so that the asset can be marked as “Found” using the scanner device.
- Pull your RFTTrack Custom report from the Reports Tab  under Custom : Assets by Coordinating Cost Center. **Please DO NOT use the report under Main: Assets by Coordinating Cost Center.**
- You should pull a clean Custom RFTTrack report each day to ensure accuracy of your findings.

Annual Inventory Overview

For a Cost Center's annual inventory to be considered complete, the cost center's assigned Property Coordinator must submit the following packet of information to Property Control:

1. Annual Inventory Sign-off Form - (This must include Chair/Head approval signature)
2. Workday Find Assets - CR Report - This report shows the total number of assets in your cost center.
3. Workday Find Missing Assets - GTCR Report - This report validates the assets indicated as missing were flagged as missing in Workday. (Please disregard if you do not have any missing items.)
4. RF Track Custom Report – Pull report for assets by Assets by Coordinating Cost Center. This report must show that each item was marked as “Found”, “Not Found”, or “Extra Asset and indicate changes to location or room numbers. (report converted into Excel will ONLY be accepted).

The annual inventory process, annual inventory sign-off form and troubleshooting checklist can be found at the following website:

<http://www.procurement.gatech.edu/property-control>

For any questions regarding this process, please contact your designated Property Control Coordinator

Sample Audit

- After March 31st Property Control will conduct a random sample audit to verify the accuracy of the Annual Inventory process. The purpose of the audit validates the completion of the inventory process for the upcoming audit season with the state auditors. The sample will take place during the month of April on selected Cost Centers.
- Property Control will provide a report to the Controllers office as to the sample finding and all other information related to the inventory.
- Results of Annual Inventory and Sample Audit will be forwarded to Board of Regents in accordance with BOR Policy 11.4

Annual Inventory Overview

Ready to Start?

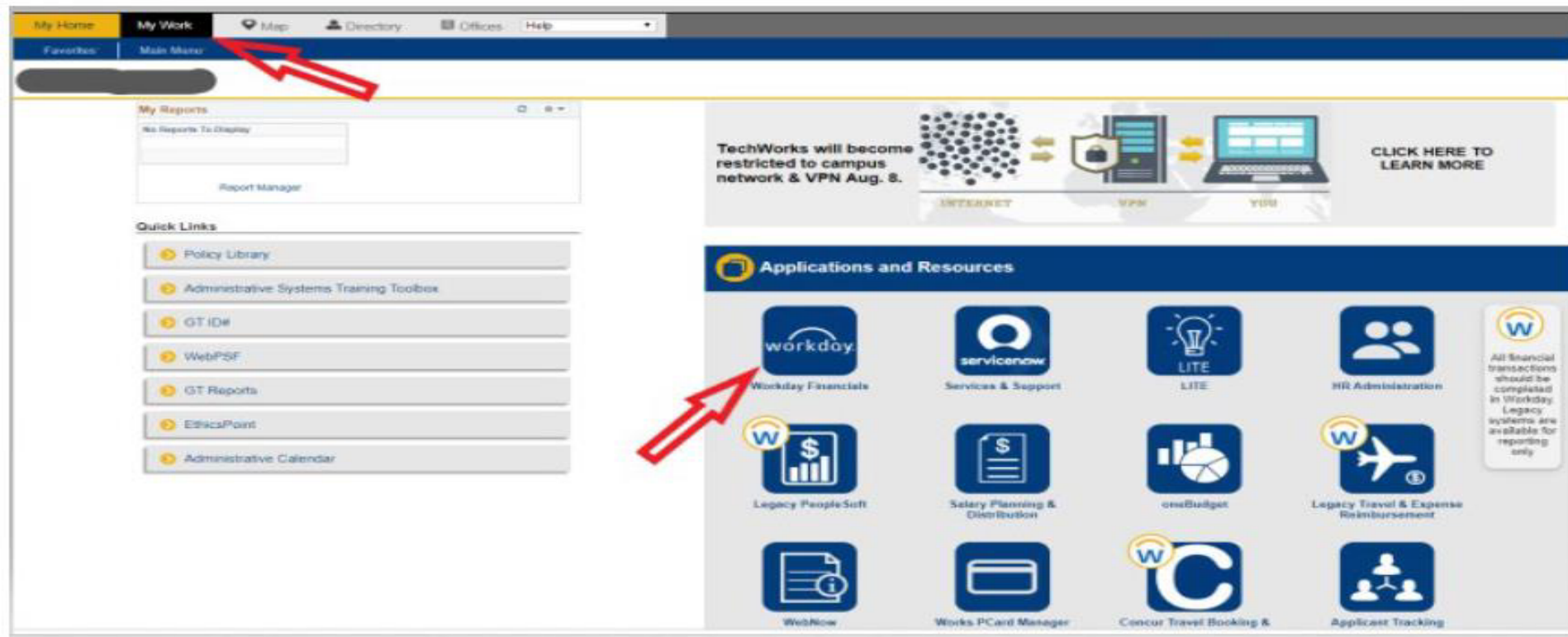
❖ Log on to TechWorks

❖ Click on My Work Tab

The screenshot displays the Georgia Tech TechWorks portal. At the top, the Georgia Tech logo and 'TechWorks' are visible. Below the logo, a navigation bar includes links for 'My Home', 'My Work' (highlighted with a red arrow), 'Map', 'Directory', 'Offices', and 'Help'. Underneath the navigation bar, the user's name 'Harold Dassi' is displayed. The main content area is divided into several sections: 'My Profile', 'My Personal Information', 'My Time & Leave', 'My Payroll & Compensation', and 'My Benefits'. A 'Quick Links' section on the left lists 'Policy Library', 'Training', 'Holidays', 'Education Assistance', 'BuzzPort', and 'Campus Calendar'. On the right, an 'Applications and Resources' section features icons for 'Employment Opportunities', 'Benefits', 'Electronic Workload Assignment Form (eWAF)', and 'TimeOut'. A banner for 'Campus Construction Updates' is also present.

General Instructions

- To begin the inventory process, the coordinator should log into “TechWorks”, Click onto “My Work” Tab and
- Click onto “Workday Financials”

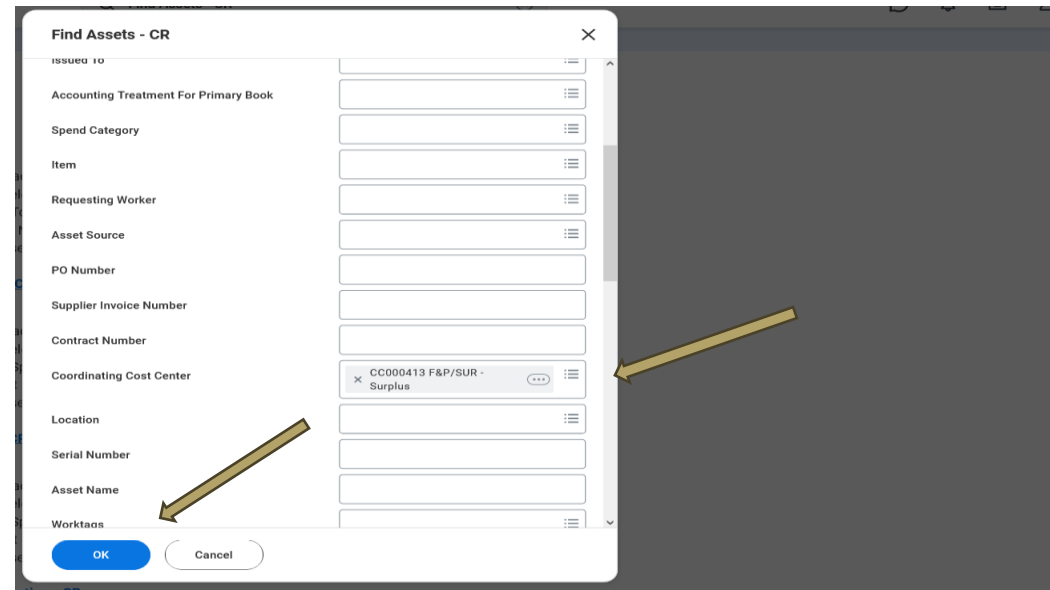
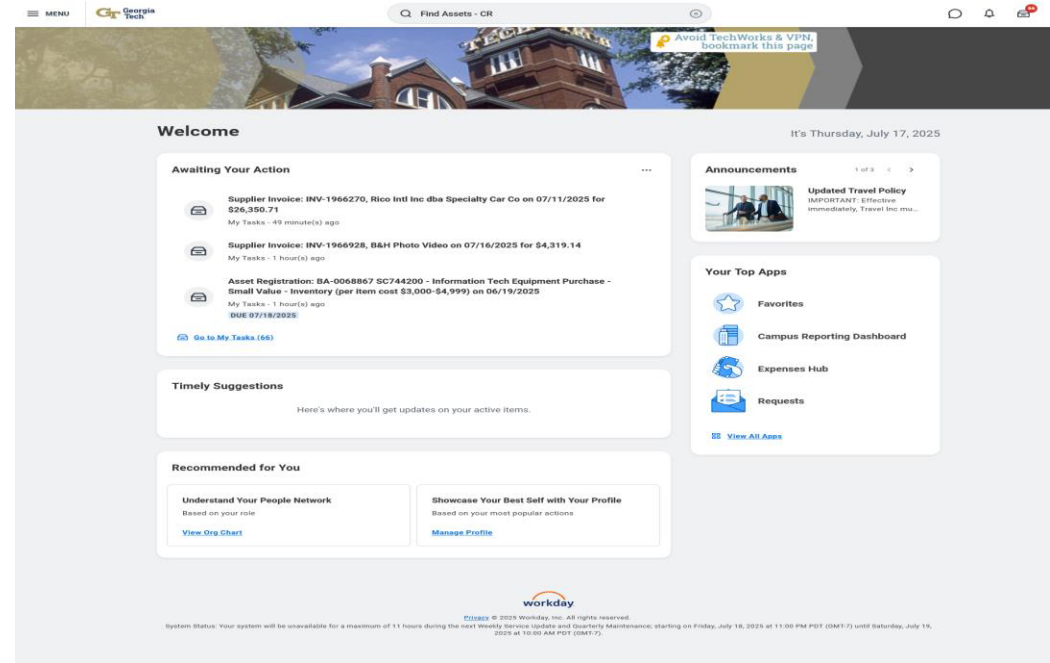


General Instructions

After logging into Workday, search for the “GT Find Assets- CR” report to produce your cost center report to use in performing the annual physical inventory.

On the next screen, insert your Coordinating Cost Center .

Please Note: This page allows you to search using different variables. Select Coordinating Cost Center only. Then select (OK).



General Instructions

The report will list all Assets in the custody of your coordinating cost center and their pertaining information such as Asset ID, Asset Identifier (Tag #), Location, Legacy PS Asset ID (PeopleSoft Asset ID), Asset Status and Inventory Status. The report allows the users to manipulate many data features. Users can arrange the data in order of preference and print in Excel format. Save this document to be submitted with your Annual Inventory Packet.

Please Note: This report only shows the items that are inventoried or need to be tagged by the cost center.

MENU

GT Georgia Tech

Find Assets - CR

57

Find Assets - CR

0/16

> Details

5399 Items

Company	Asset ID	Surplus Control No.	Coordinating Cost Center	Coordinating Cost Center Property Coordinator	Cost Center	Cost Center Property Coordinator	Asset Books	Asset Depreciation Schedule	Depreciati
CO503 Georgia Institute of Technology	BA-0000038 (Oculus MD750d Multibeam sonar system)	CN180289	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	Asset Activity	BA-0000038 (Oculus MD750d Multibeam sonar system) - Asset Activity	EQUIP
CO503 Georgia Institute of Technology	BA-0000159 (Packard 5003 Cobra II automated gamma spect)	CN181465	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden	Asset Activity	BA-0000159 (Packard 5003 Cobra II automated gamma spect)	EQUIP

Items per page

30

1-30 of 5399 items

<<

<

1

2

3

4

5

>

>>

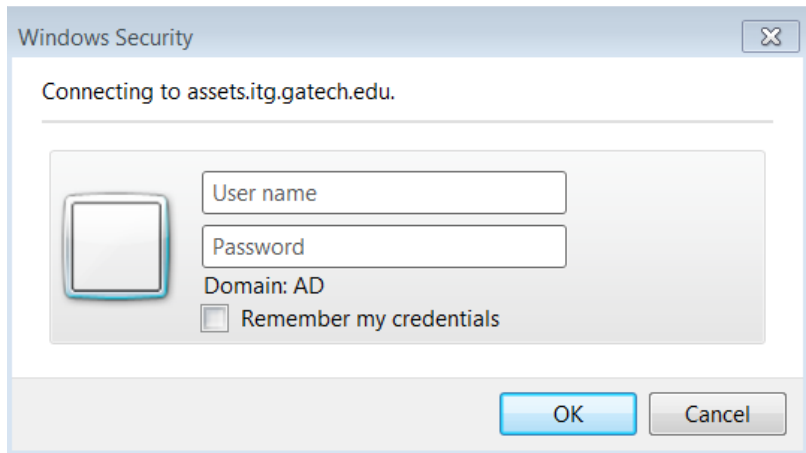
1 of 180 pages

General Instructions

RFTTrack System

- The Coordinator should now log into the RFTTrack System.

Log into the RFTTrack.net system (URL: <https://assets.itg.gatech.edu/>)



Username: Computer id number

Password: Computer password

General Instructions

RFTTrack System

- After logging into RFTTrack system, click on the reports column, select Assets by Coordinating Cost Center under the “Custom Column”

The screenshot displays the RFTTrack v9.1.2.0 interface. On the left, a blue sidebar contains a 'REPORTS' menu with a yellow arrow pointing to it. The menu is organized into sections: AD-HOC (Report Builder), MAIN (Assets by Category, Assets by Location, Assets by Model, Assets by Personnel, Assets by Coordinating Cost Center, Asset Detail (1), Assets With Images (3), IT Asset Detail, Asset Lifespan, Lease Ending, New Assets, Tag ID Changes, Asset Location Changes, Asset Changes, Location With Image), INVENTORY (Asset Inventory Detail, Asset Inventory Status, Inventories Due, Missing Assets, Location Inventory Metrics), and CUSTOM (Assets by Coordinating Cost Center). The main content area is titled 'RFTTrack' and includes a search bar for 'Rodolfo Lan'. Below the title, a text prompt says 'Select the icon that looks like a page.' A 'QUICK LINKS' section contains 'Asset List', 'Locations', 'Current Inventory', and 'Inventory History'. The 'ASSET INVENTORY DASHBOARD' features two 3D pie charts. The first chart, 'Assets by Inventory Status', shows four categories: ExtraAsset (orange), Not Invented (grey), Found (green), and Not Found (red), with values 2044, 3568, 27254, and 640 respectively. The second chart, 'Assets by Inventory Progress', shows two categories: Overdue (red) and Up-To-Date (green), with values 2044 and 31462 respectively. A yellow box with a yellow arrow points to 'Assets by Coordinating Cost Center' in the CUSTOM section of the sidebar, with the text 'Select Asset by Coordinating Cost Center under the “Custom Column”'.

REPORTS

- AD-HOC
 - Report Builder
- MAIN
 - Assets by Category
 - Assets by Location
 - Assets by Model
 - Assets by Personnel
 - Assets by Coordinating Cost Center
 - Asset Detail (1)
 - Assets With Images (3)
 - IT Asset Detail
 - Asset Lifespan
 - Lease Ending
 - New Assets
 - Tag ID Changes
 - Asset Location Changes
 - Asset Changes
 - Location With Image
- INVENTORY
 - Asset Inventory Detail
 - Asset Inventory Status
 - Inventories Due
 - Missing Assets
 - Location Inventory Metrics
- CUSTOM
 - Assets by Coordinating Cost Center

QUICK LINKS

- Asset List
- Locations
- Current Inventory
- Inventory History

ASSET INVENTORY DASHBOARD

Assets by Inventory Status

Status	Count
ExtraAsset	2044
Not Invented	3568
Found	27254
Not Found	640

Assets by Inventory Progress

Progress	Count
Overdue	2044
Up-To-Date	31462

Legend for Assets by Inventory Status:

- ExtraAsset (orange)
- Not Invented (grey)
- Found (green)
- Not Found (red)

Legend for Assets by Inventory Progress:

- Overdue (red)
- Up-To-Date (green)

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Georgia Tech.

General Instructions

RFTTrack System

- Click on the drop-down arrow. Then select your Cost Center.

Assets By Coordinating Cost Center - Report Criteria

Coordinating Cost Center: [ALL]

Tagged Date: 10/5/2024

View Report

Do NOT change the populated date.

RFTTrack System

ASSETS BY COORD					LOCATION REPORT								
Coord	Location	Tag ID	Asset Name	Memo	Excel	Order	Custodian	Audit Location	Audit Date	Status	Audit Action	Audit Comment	Offsite
CG000000					PDF Word								
CG000000	030-Aaron French Building-002	000000000000CAJ00078793	BK Rackmount Cluster	Ben Corp		3/2/2009	Manon, Sarah						No
CG000000	030-Aaron French Building-002	000000000000CAJ000803045	4U Rackmount Server	Eaton		4	Raulador Jurgens						No
CG000000	030-Aaron French Building-002	000000000000CAJ000803044	4U Rackmount Server	Eaton	15	Raulador Jurgens							No
CG000000	030-Aaron French Building-002	000000000000CAJ000777403	ThreatEX T-SI-15M7 RTD-DN	Eaton Corporation	60	Chen, Ningbin							No
CG000000	030-Aaron French Building-002	000000000000CAJ000707078	TSS 155645 NTS - Deep Learning Server	Eaton Corp	4502100239	J Rendolin, Diego							No
CG000000	030-Aaron French Building-002	000000000000CAJ00075982	Deep Learning Server	Eaton Corp	N/A	J Rendin, Julian							No
CG000000	030-Aaron French Building-002	000000000000CAJ00078461	Deep Learning Server	Eaton Corp	N/A	J Rendin, Julian							No
CG000000	030-Aaron French Building-002	000000000000CAJ000800224	AE Nexus S300 Series	Dimension Data	Nexus 5000	J Rendolin, Diego							No
CG000000	030-Aaron French Building-002	000000000000CAJ000800303	Dell Connect W Gateway	Dell Marketing	PW07019HLS P0070181	J Rendolin, Diego							No
CG000000	030-Aaron French Building-002	000000000000CAJ000800390	PowerEdge R730 Intel Xeon E-2	Dell Marketing	R730	J Rendolin, Diego							No
CG000000	030-Aaron French Building-002	000000000000CAJ000800388	Microway Computer Cluster	Microway	MAST ER	Francis Gosselin, Mark							No
CG000000	030-Aaron French Building-002	000000000000CAJ000800387	PowerVault TL200 v8 Drive	Dell Marketing	TL200	N/A							No
CG000000000000CAJ000800387													
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800194	Dell Precision Tower 5820 Blade	Dell Inc.	5820	HTVDCR2	J Rendolin, Diego						No
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800106	Snap Vision 150DE Imaging Sys.	A-HUNG	1400 DE	Raulador Jurgens							No
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800771	FUTERS PROGRAMMABLE J-LCD	Spindler Research Systems, Inc.	SR05	3074							No
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800585	4 Axis Servo Drive	National Instruments	MEETRA	COCCO3	Raulador Jurgens						No
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800553	Miroslas 102-40 Camera System	S. WANIS	1004 B	300080014							No
CG000000	040-Carroll F. Guggenheim School of Aerospace-141	000000000000CAJ000800540	CAMERA APERTURE COMMAND	Oplex	155A-001	NRV							No

You have several formats to print your report. You can create the report in any format to manipulate the information to assist you in the physical inventory. Cost Centers are also required to submit a copy of their inventory report in Excel format. This report must show that each item was marked as “Found”, “Not Found”, or “Extra Asset and indicate changes to location or room numbers. Please run a clean report each day to check inventory status accuracy. In this example I selected CC000003 as my Cost Center.

Annual Inventory Overview

Taking inventory w/ handheld scanner



Annual Inventory Overview

Distribution of Handheld Scanners

To assist you in logging inventory, Property Control has scanners available as loaners. They will be distributed based on Cost Center(s) asset count according to the defined schedule below:

Class	Assets Count	Distribution	Scanner Pickup Availability	Scanner Dates for Pickup/Drop-off Note: Distribution date(s) subject to change yearly.
D	750 +	3 scanners – 13 weeks	Monday, Wednesday, & Thursday	10/01/24 -12/20/24
C	400-750	2 scanners - 8 weeks	Monday, Wednesday, & Thursday	12/2/24 -1/31/25
B	100-399	2 scanners - 6 weeks	Monday, Wednesday, & Thursday	1/6/25 -2/14/25
A	1-99	1 scanner - 4 weeks	Monday, Wednesday, & Thursday	2/10/25-3/7/25

Annual Inventory Overview RFTrack System

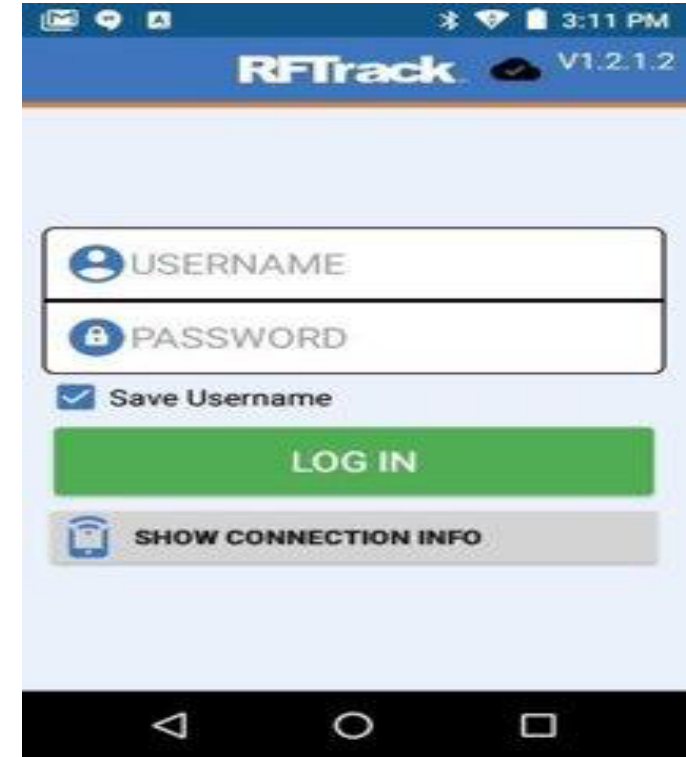
For most Cost Centers, the best way to begin the inventory count procedure will be as follows:

- Using the Excel spreadsheet from RFTrack, the cost center representative will log into the scanner device to conduct a room-by-room equipment verification for each assets listed in that area.
- All assets should have a RFID decal and should be scanned thru the scanner device.
- Scan the Barcode tag on the door jam. An audit summary will display the expected number of assets assigned to the room.
- It is suggested that the inventory be conducted one room at a time. Record all inventory items in each room before moving to the next. Verify that you have selected the right building location name, then the correct sublocation name to scan the asset listed in that area. Hold down the trigger button no longer than 4 seconds to located any tags.
- If a tag cannot be scanned, you may have to retag the asset or change over to barcode mode.
- Items that are Not Found will require you to open case, cabinets, or lockers to see if the items are blocked or tags are damaged or have interference in reading strength.

Annual Inventory Overview

•Logging into the Scanner device

- Username** – This will normally be the same as your Gatech user ID, field is not case sensitive.
- **Password** – This is your 9-digit GT BuzzCard number including the "GT" number field is case sensitive.
 - (gt xxxxxx)
- The username and password is not saved. Recommend that you select the "Save Username" box. This will save you having to enter your username every time you have to sign in. Once you have completed your inventory you can uncheck the box.



Annual Inventory Overview



1. Once you have selected your inventory location begin scanning for your items by pulling the trigger. You will see the lights flash and or both an audible sound and the flashing lights as your tags are located.
2. You can check the status of your inventory by selecting one of the tabs above "Summary Page, Found, Extra, and Not Found"
3. Items that are Not Found will require you to open case, cabinets, or lockers to see if the items are blocked or tags are damaged or have interference in reading strength.

Annual Inventory Overview

Start Reconciling

Pull the trigger and start scanning around the location. The scanner will beep as it finds tagged assets, and the counts on the Inventory Summary tab will refresh allowing you to see the reconciliation process in real- time. After a tagged asset has been processed, it won't continue to beep. When the beeping subsides, all assets in that area have been scanned. Continue scanning all areas of the location until no more beeping is heard.

Tab Descriptions:

SUMMARY – this tab displays a summary of the Expected, Not Found, Found, and Extra assets.

FOUND – this tab displays a datagrid listing Assets that have been found.

EXTRA – this tab displays a datagrid listing Extra Assets that weren't expected to be in the location.

NOT FOUND – this tab displays a datagrid listing Assets that were expected, but not found.

AUDIT SUMMARY	
EXPECTED:	12
NOT FOUND:	1
FOUND:	11
EXTRA:	2
TOTAL:	14

Annual Inventory Overview

Manual Audits

Acceptable Manual Audits

Reason	Comment
Small departments (< 25 assets)	Small department
Out for repair	Asset not accessible
Offsite w/ loan agreement	Offsite – loan agreement
Clean rooms & sensitive equipment (i.e. lasers)	In sensitive environment

General Instructions Manual Audit

Manual Audit:

Please Note: Manual audits are ONLY accepted for Cost Centers with 25 or less assets, and /or when the asset CANNOT be physically inventoried due to special circumstance. Ex: Clean Room, Out for repair, offsite. If in doubt, special circumstances should be discussed with Property Control on a case-by-case basis to determine if it meets the acceptable criteria to be marked "Found" as a manual audit.

RFTrack v8.0.0.0

Go to the Radio Wave Icon and select Asset List

ASSET

MAIN

Asset List

Asset Locator List

Check Out

Check In

INVENTORY

Current Inventory

Inventory History

LIST MAINTENANCE

Locations

Categories

Sub Categories

Manufacturers/Models

Personnel

MONITORING

Tracking History

Current Tracking

Alarm History

Current Alarms

Last Seen

Reconciliation

QUICK LINKS

Asset List

Current Inventory

Last Seen Tracking

Locations

Inventory History

Tracking History

ASSET INVENTORY DASHBOARD

Assets by Inventory Status

8710

10

44

94

ExtraAsset

Not Invented

Found

NoFound

Assets by Inventory Progress

7700

1158

Overdue

Up-To-Date

ASSET MONITORING DASHBOARD

INACTIVE DEVICES

Device Name	Last Seen	InActive Days
ALR-9680z	6/6/2019 3:32:21 PM	1793
ALR-F800	2/9/2019 11:03:37 AM	1910

General Instructions

Manual Audit

RFTrack v9.1.2.0

HOME > ASSET > ASSET LIST

Asset List

1 Assets Export Locator List Paging On 15

SEARCH ADVANCED SEARCH

Asset Name Tag ID Asset Reference Status Location Building Room

[Contains] CAE90055083 [Contains] Active [Contains] [ALL] [v]

MAIN ATTRIBUTES IT INFORMATION

Search Clear Filters

☐	1 ASSETS	ASSET NAME	TAG ID	LOCATION	CATEGORY	MANUFACTURER
☐		Custom Honors Lectern	000000000300CAE90055083	164: Business Services Office-118	Equipment	

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Select the clock Icon.  This will *take* you to the inventory information page

General Instructions

Manual Audit

Select the Add Manual Asset Inventory Tab

RFTrack

ASSET > ASSET LIST > ASSET DETAIL > ASSET INVENTORY HISTORY

Asset: Custom Honors Lectern

ExportReturnAdd Manual Asset InventoryFound: 9Extra: 1Not Found: 1

ACTION	ASSET NAME	TAG ID TAG ID	INVENTORY LOCATION	INVENTORY DATE	STATUS	INVENTORY ACTION
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-116	08/31/2024 09:06 AM	Found	Spot Inventory
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-116	08/31/2024 09:06 AM	Found	Spot Inventory
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-150	08/01/2024 08:07 AM	ExtraAsset	
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	10/11/2023 09:21 AM	Found	
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	11/30/2022 11:47 AM	Found	
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	03/24/2022 10:42 AM	Not Found	
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	11/24/2021 11:44 AM	Found	
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	02/05/2021 08:41 AM	Found	Manual
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	07/20/2020 02:56 PM	Found	
	Custom Honors Lectern	000000000000CAE90055063	051D: RICH COMPUTER CENTER-109	06/18/2020 12:00 AM	Found	Manual
	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	03/09/2020 10:56 AM	Found	Manual

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General Instructions

Manual Audit

RFTTrack v9.1.2.0 Q @ Rodolfo Lane

Manual Asset Inventory Entry

Tag ID
000000000000CAE90055083

Asset
Custom Honors Lectern

Assigned Location
164: Business Services Office-118

Actual Location

Building
164: Business Services Office

Room
118

Inventory Status
Found

Inventory Action
Manual

Comment
This item located. Small Cost Center

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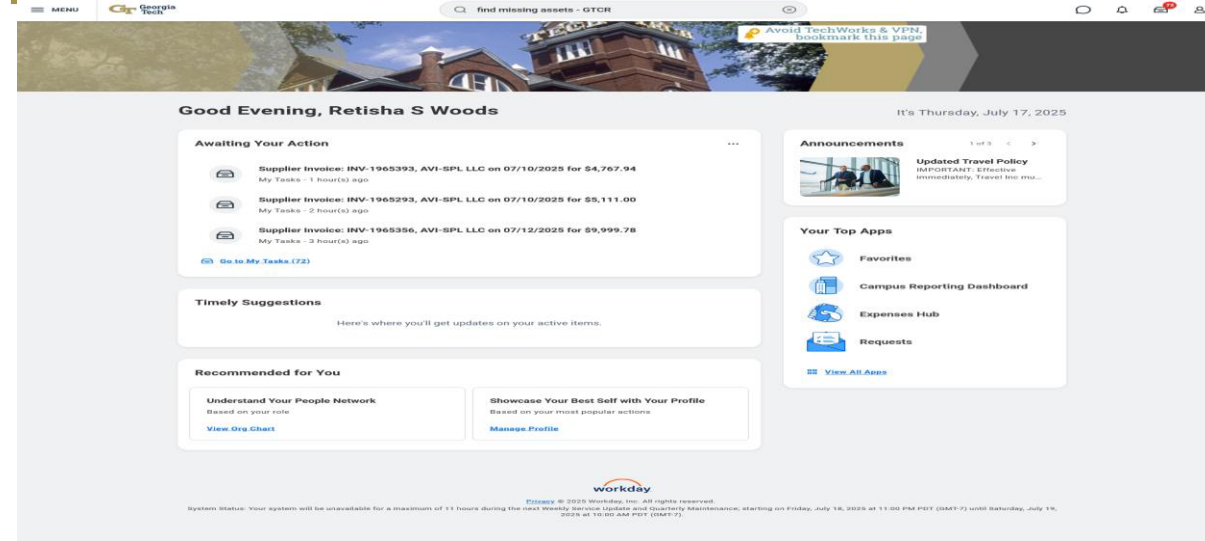
Buttons: Save, Save & Close, Cancel

Here you can change the building, and room number. You can also manually input the item as Found or Not Found. You can also type a comment with more detailed specifics of the item location or description, and reasoning for the manual audit.

General Instructions

Find Missing Assets – GTCR Report

- After logging into Workday, search for the “GT Find Missing Assets- GTCR” report to report any asset(s) indicated as “Missing” during your inventory. From the search bar in Workday, search for the “Find Missing Assets – GTCR Report.



- On the next screen, insert your Coordinating Cost Center .
- Please Note: This page allows you to search using different variables. Select Coordinating Cost Center only. Then select (OK).

General Instructions

Find Missing Assets – GTCR Report

This report validates the assets indicated as “Missing” were flagged as “Missing” in Workday. Add the sum of the missing assets and report the number of Missing Assets(s), as well as the total acquisition value of the assets on your FY Annual Inventory Sign-Off Form.

MENU

Georgia Tech

find missing assets - GTCR

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Find Missing Assets - GTCR

Coordinating Cost Center

CC000413 F&P/SUR - Surplus

Accounting Information not Assigned

No

14 items

Company	Asset ID	Coordinating Cost Center	Coordinating Cost Center Property Coordinator	Cost Center	Cost Center Property Coordinator	Asset Books	Asset Depreciation Schedule	Asset Status
CO503 Georgia Institute of Technology	BA-0005017 (Cary 50 Conc Spectrophotometer)	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	Asset Activity	BA-0005017 (Cary 50 Conc Spectrophotometer) - Asset Activity	Disposed
CO503 Georgia Institute of Technology	BA-0008436 (IMac 27 Retina 5k 3.5GHz QC)	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	CC000413 F&P/SUR - Surplus	Angela D Patrick Corey Darden Davida Joy Montgomery Donnell Allen Kenneth Chavers More (2)	Asset Activity	BA-0008436 (IMac 27 Retina 5k 3.5GHz QC) - Asset Activity	Disposed

General Instructions

Based on the total number of assets assigned to your Cost Center in Workday, your due dates based on classification are as follows:

Note: Due dates subject to change yearly.

Class	Asset Count	Start Date	Due Date	Business Days
D	750 +	10/1/2024	12/20/2024	57
C	400-750	12/2/2024	1/31/2025	38
B	100-399	1/6/2025	2/14/2025	29
A	1-99	2/10/2025	3/7/2025	20

General Instructions

Additional Information

- Forms – (Forms are also located on the main menu of Asset Management.)
- <https://procurement.gatech.edu/property-control>
- See Annual Inventory Troubleshooting Checklist for any asset inventory tracking issues or contact your designated Property Control Coordinator.
- Please feel free to contact Property Control via ServiceNow or directly contact your Property Control representative should you have any questions.

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Tanisha Tigner tanisha.tigner@business.gatech.edu - Ext 4-8099