

PROPERTY ADMINISTRATION BLDG.98B



Property Administration

NAU-PropertyAdmin@nau.edu

928-523-6391

PROPERTY Administration Mission Statement

The mission of Property Administration is to assist Northern Arizona University in meeting State of Arizona regulations regarding University property and to provide detailed support for Northern Arizona University financial statements.

PROPERTY ADMINISTRATION STAFF

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PROPERTY ADMINISTRATION / PROPERTY SURPLUS
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PROPERTY ADMINISTRATION AGENDA

WHAT NEEDS TO BE TAGGED?

HOW TO GET SOMETHING TAGGED?

**WHAT TO DO IF A TAGGED ASSET CHANGES LOCATION OR
DEPARTMENT?**

WHAT IS A HOME-USE FORM?

ANNUAL INVENTORY?

WHAT NEEDS TO BE TAGGED ?



CAPITAL ASSETS



- Capital Assets
 - An item valued at \$5,000.00 or more
 - Vehicles over \$5,000.00

NON-CAPITAL ASSETS

- Non-Capital Assets are Individual items less than \$5,000.00
 - All iPads and tablets
 - Vehicles under \$5,000.00



**HOW DO I GET SOMETHING
TAGGED?**



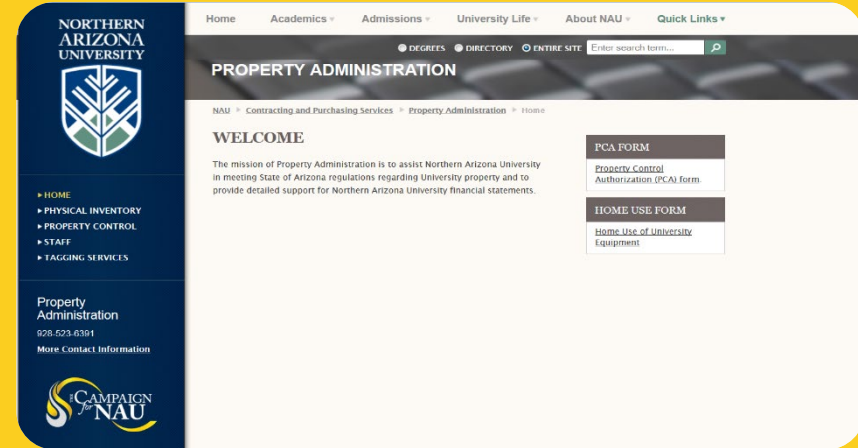
TO GET SOMETHING TAGGED YOU WILL NEED:


A TAGGING SERVICES FORM

THIS FORM CAN BE FOUND ON THE PROPERTY ADMINISTRATION WEBSITE.

INVOICE/RECEIPT
OR
P.O. NUMBER

EMAIL THE ABOVE INFORMATION TO:
NAU-PROPERTYADMIN@NAU.EDU



 NORTHERN ARIZONA UNIVERSITY Contracts, Purchasing, and Risk Management	NORTHERN ARIZONA UNIVERSITY Contracts, Purchasing, and Risk Management	RETURN TO: NAU-PropertyAdmin@nau.edu
	TAGGING SERVICES FORM	Revised 11/16/2020

Tagging Instructions 1. Complete Sections 1-4 and return to NAU-PropertyAdmin@nau.edu for a tag to be issued. 2. Property Administration will mail tag and a copy of this form to the Contact for completion of Section 5.
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1. Purchased		
<input type="checkbox"/> Purchase Order	PO #:	Receiver #:
<input type="checkbox"/> P-Card	Include a copy of the invoice with date of purchase.	
	Name of P-Card holder:	
<input type="checkbox"/> Gift-In-Kind	Include a copy of the Gift-In-Kind from the NAU foundation.	

2. Contact Information	
Contact Person:	Phone Number:
Department:	Date of Request:
Department Speedchart used for purchase:	Program Code:
Department Speedchart responsible for asset(s) (Inventory Department):	
Funding Type:	If not NAU, equipment owned by (e.g. grantor named):
Address for mailing tag:	

3. Location and End User		
Current location of asset(s) for tagging purposes:	Building Number:	Room Number:
Permanent location of asset(s):	Building Number:	Room Number:
Provide full name of end user if applicable:	EMPL ID#: (Inventory location)	

4. Asset Tagging Information		
Description:		
Serial #:	Make:	Model:

5. Tag Confirmation		
Place the asset tag in a visible location that does not interfere with use for easy viewing during physical inventory and take photos of the asset to include the asset tag placed on the equipment, Serial Number, Make and Model		
Sign below and return this form and photos to NAU-PropertyAdmin@nau.edu as verification the asset has been physically tagged.		
Print Name:	Signature:	Date:

For Property Administration Use	
Asset Tag Number:	Date Mailed:

TAGGING SERVICE FORM

TAGGING SERVICE FORM LINK -

[HTTPS://IN.NAU.EDU/WP-
CONTENT/UPLOADS/SITES/2/2020/11/TAGGING
-SERVICES-FORM-11.16.2020.PDF](https://in.nau.edu/wp-content/uploads/sites/2/2020/11/Tagging-Services-Form-11.16.2020.pdf)

**WHAT DO I DO IF AN ASSET IS
RELOCATED?**



IF AN ASSET CHANGES LOCATION:

- If The Asset Stay Within The Department
 - Send an email to NAU-PropertyAdmin@nau.edu include
 - Asset number and serial number
 - New location (building and room number)
 - Property Administration will make the necessary updates
- If the Asset Changes Department
 - Submit a Property Control Authorization Form (PCA) outlining the movement.

PROPERTY CONTROL AUTHORIZATION FORM (PCA)

- A Property Control Authorization Form is required for all Departmental transfers and to record missing, lost, or stolen assets
- The PCA form can be found at <https://www5.nau.edu/prop/pca/>
- The PCA Form should be filled out in its entirety before submitting with appropriate signatures.
- Any questions filling out the form, please email or call Property Administration.

The form is titled "PROPERTY CONTROL AUTHORIZATION" and includes the Northern Arizona University logo. It contains fields for DATE, ACTIVITY (Transfer, Missing, Stolen), and PCA #. A section for COMMENTS is provided. The form also includes a table for recording property transfers with columns for PROPERTY DESCRIPTION, PROPERTY CONTROL NO OR SERIAL NO, ASSET VALUE, CURRENT LOCATION, and TRANSFERRING TO. At the bottom, there are signature lines for the releasing person, receiving person, and approving official, along with contact information for Property Administration.

PROPERTY DESCRIPTION	PROPERTY CONTROL NO OR SERIAL NO	ASSET VALUE	CURRENT LOCATION	TRANSFERRING TO
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

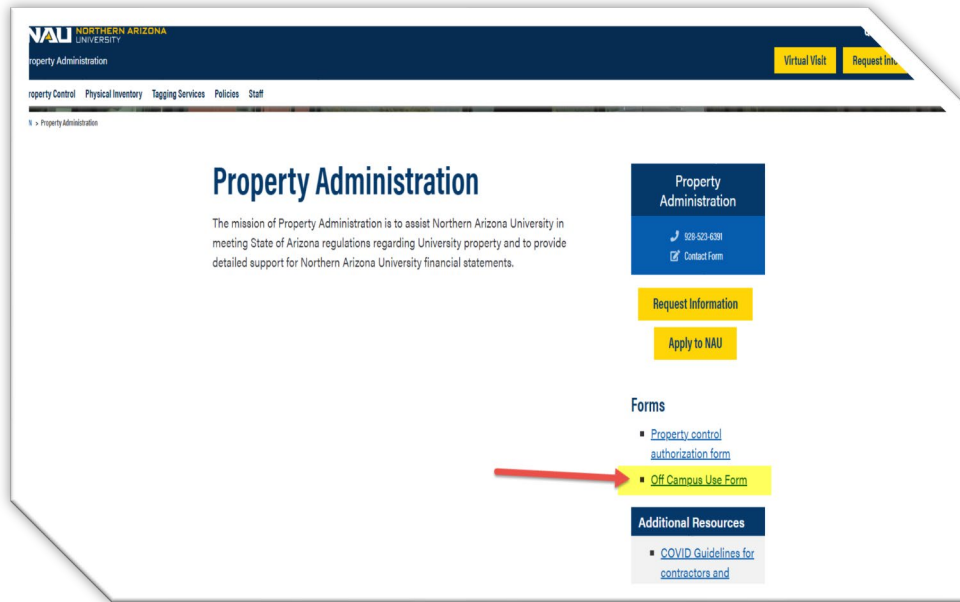
WHAT IS A HOME USE FORM?



HOME-USE FORM

A Home-Use Form can be found on the Property Administration website.

- If NAU property leaves the university premises for 2 weeks or more, up to a maximum year, a home-use form is necessary.
- Prior approval is required **before** the equipment leaves campus.
- This is accomplished by completing a home-use form through Service Now.



ANNUAL UNIVERSITY INVENTORY



This is all done to maintain accurate records for the university's annual inventory, which is policy required by the Arizona Board of Regents.

INVENTORY SCHEDULE

- **Property Administration sends out notification to begin counts in early May.**
- **Inventory is due in June.**
- **Property Administration will send out an email that outlines all requirements and details in May.**
- **The inventory liaison will need Enterprise Reporting in order to pull an inventory report.**