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

KEN MACFERREN
MANAGER, INVENTORY
PROPERTY ADMINISTRATION / PROPERTY SURPLUS
KENNETH.MACFERREN@NAU.EDU
NAU-PROPERTYADMIN@NAU.EDU

OFFICE  928-523-6097
GENERAL  928-523-6391
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
  – 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
TAGGING SERVICE FORM

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.
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.
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.
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.