

# Notes from Property Control/Inventory discussions

12/16/2024

- Colleague Financial System (Formerly Datatel)  
<https://colleague.illinoisstate.edu/ui/home/index.html>
  - Beneficial to have XASST mnemonic.
    - Can view information about an asset.
    - Can change locations of assets when moving items to another room. This will be beneficial during inventory.
    - Request Colleague/XASST access by emailing [comp\\_col\\_requests@ilstu.edu](mailto:comp_col_requests@ilstu.edu).
      - Be sure to include “Colleague Assistance - XASST Access” in the subject line.
  
- Equipment  
<https://facilities.illinoisstate.edu/services/property-control/equipment/>
  - Taggable equipment is anything with a value of \$2500.01 or higher (shipping/install included).
  - High-risk items are also considered taggable equipment. This list is fluid; the most common high-risk items are anything that store data, such as computers and tablets. An up to date list can be found here: <https://facilities.illinoisstate.edu/services/property-control/equipment/#Friendly-Name3>.
  - Remind those in your department processing vouchers that a “S” for single item or “M” for multiples of the same item need to be included in the “Fixed Asset” box for anything that meets the criteria of being a taggable asset. This triggers a report to the Comptrollers Office to ensure we get all applicable items tagged as necessary.
  - All equipment leaving campus must have a loan slip filled out. A copy should be sent to property control, a copy retained with the department, and a copy retained with the item.
    - Loan slips can be found electronically at [https://facilities.illinoisstate.edu/downloads/services/Equipment\\_Loan\\_Request.pdf](https://facilities.illinoisstate.edu/downloads/services/Equipment_Loan_Request.pdf)
    - Some departments have started to utilize Cherwell to issue loan slips for computers and tablets. Please reach out to Andrew Nelson ([aonelson@ilstu.edu](mailto:aonelson@ilstu.edu)) if your department is interested in more information or would like to set up this process. This is our preferred way to receive loan slips.
  
- Annual Inventory  
<https://facilities.illinoisstate.edu/services/property-control/inventory/>
  - Based on feedback, Property Control will distribute annual inventories on or around April 1<sup>st</sup>. Inventories will be due back to Property Control on July 15<sup>th</sup>.
  - Remember to utilize your IT departments when searching for potentially lost computers. They may have last login data or be able to ping machines.

- Surplus
  - Any equipment no longer needed by a department should be sent to Property Control for a potential re-issue to campus. Any non-re-issued equipment must be sent to CMS (State of Illinois) in Springfield by Property Control, or to one of the state's approved recyclers.
  - Departments can request pick-up of surplus by filling out a surplus removal form, and then put in a request for surplus removal via Facilities iServiceDesk.  
<https://isd.illinoisstate.edu/>.
  - Departments can “shop” for surplus at our warehouse, located at 2016 Warehouse Rd, between 8am-4pm Monday-Friday. There is no charge for claimed surplus, however, there is a charge for Moving & Hauling's time to bring the items to your location. Requests for moving & hauling can also be located at <https://isd.illinoisstate.edu/>.
  
- Audits
  - Audits can be performed at any time by external or internal auditors. Property Control can also perform random audits. You will be notified ahead of time if your department has items that will be audited.
  
- Property Control Website  
<https://facilities.illinoisstate.edu/services/property-control/>
  - The Property Control website contains useful information for your reference. In addition to policies and procedures, all forms that you might need are located on this page.
  
- Frequently Asked Questions from our discussions
  - Is there a place to look up what items are considered “high theft?”
    - Yes, this list can be found at <https://facilities.illinoisstate.edu/services/property-control/equipment/#Friendly-Name3>.
  - If someone takes their computer home, do they need a loan slip?
    - Yes, if any item is taken off campus, a loan slip is required to be filled out. Copy sent to property control, copy kept at department level, copy with item taken off campus.
  - Do DNI items still go towards counting inventory?
    - DNI items should be kept track at a departmental level but are not a reportable asset to the state. Therefore, they will not be on a department's annual inventory.
  - Is there a time frame for how long someone can have an item with a loan slip?
    - There is no set time frame for how long someone can have an item with a loan slip, if it is agreed upon with that individual's department. The item with a loan slip should be verified on a yearly basis with annual inventory.
  - What other ways are there for accounting for an item?
    - Suggestions include checking with all faculty/staff to look in drawers, cabinets, corners, at home, etc. Utilize your IT department if the item is technology for assistance.

- If something from a department is in storage and shows up on the inventory list, but gets damaged and is thrown out without your knowledge, what should you do?
  - Work with Property Control to come to a resolution.
- Is there a list showing what documents are and are not in secured storage?
  - We do not have a list of what is physically in secured storage. We can obtain a document with minimum record retention if needed. Reach out to Property Control for assistance.
- How quickly is the turnover of items in surplus? Can photos be handed out of the furniture or office supplies that is available?
  - Turnover varies on the time of year as well as condition of items. We currently do not have a catalog of items available. If interested in a specific type of item, we can assist before making a trip to the warehouse, if needed.
- What are procedures for trading old IT equipment for new IT equipment?
  - This should be done through your IT group. They can assist in updating your equipment as needed.
- Are loan slips an approval or notification system? How often should they be issued?
  - Approval is issued at the departmental level. The loan slip is a notification for Property Control. Some departments issue new loan slips annually; however, one loan slip can stay with the item for the lifetime of the item if it is with the same user. If the user changes, a new loan slip should be issued.
- How quickly do item locations in Colleague get updated?
  - If the item is a new purchase, the item is not loaded into Colleague until the Comptrollers Office runs their batch of new assets and passes those along to Property Control. This happens usually 15-30 days after a voucher is paid by the department owning the item. This timeframe can vary based on time of year, or if the item is paid with Foundation funds. If location changes of existing items are needed, we process those usually the same day we receive the request. Departments can also change locations using the XASST mnemonic in Colleague (see page 1 for instructions on how to request access).
- How do the movers charge for delivery?
  - The charge varies by the time it takes to load, deliver, and unload an item.
- Are there strict policies for placement of tags on items?
  - Tags are placed on items in a place that the tag can be found but will not be in the way of operation of equipment. Tags on computers/laptops do have a uniform placement if the item is tagged by Property Control. Dell computers are pre-tagged by the vendor. We are aware of issues, and they are being addressed, however we have not seen a vast improvement. Replacement tags can be requested if desired for these computers.
- Can there be a way that by updating Colleague, it updates all the other services and websites used (data sync)?
  - Currently, Colleague does not sync with other systems. Requests have been made to possibly have systems sync in the future.

- When departments are remodeled and new equipment comes in, who gets those items tagged? Who should be notified?
  - Property Control appreciates the department notifying us when new equipment arrives.