

April 2007

Modifications Just for You!!

Changes have been made to the email report sent to department inventory representatives regarding outstanding equipment purchases. Columns have been added to identify vendor and total amount of invoice.

Please give us your feedback on these changes. We hope they make this process easier for you!

Pro-Card Purchases Reminder

Please add the *date received* information on the acquisition form and attach a copy of your sales receipt. Pro-card purchases are not easily identified in our electronic feed from BANNER because there is no text to display. Payment of pro-card purchases takes longer than ordinary purchases by P.O.. That is the reason for the extended length of time between your receipt of the item purchased and the time that it is assigned an inventory number.

Equipment Disposals

We would like to encourage each department to dispose of equipment that is obsolete, nonfunctional or not being utilized within your area. You may fax disposal forms to our office at (662) 325-7627. We will schedule a pickup/delivery time to properly dispose of the equipment as soon as possible.

Don't forget to remove sensitive information from these items.

Check Out Our Online Forms at www.property.msstate.edu

Acquisition Form
Affidavit
Department Information Form
Disposal Form
Donate/Transfer to State-Funded Entity Form
Federal Equipment Screening Form

Federal Equipment Disposal Form
Hand Receipt
Interdepartmental Transfer Form
Removal of Sensitive Information Form
Reserved Surplus Property Permission Form

- Please use the *Department Information Form* to notify us of changes within your department, i.e., unit head change, department inventory representative change, establishment of a new department for inventory purposes, address changes, etc.
- The *Reserved Surplus Property Permission Form* is now required to view surplus property in the Receiving warehouse. Be sure to let us know when you are looking for something for your office.
- The *Removal of Sensitive Information Form* should be used for any equipment that has the ability to retain information, i.e., computers, fax machines, digital copiers, pda's, cell phones, etc. This form is required to accompany the equipment disposal form and is necessary to verify that sensitive information is protected.

We are pleased to announce that state property audits have been completed for the following agencies with 100% accountability for audited items:

**Mississippi State Chemical Laboratory
Forest and Wildlife Research Center
Mississippi State University Extension Service
Mississippi Agricultural and Forestry Experiment Station**

MSCL:

Miss State Chemical Lab Alice McClelland

FWRC:

Forest Products Sandi Fason
Water Resources Res Institute Donald Parrish

MSUES:

Adams County	Donald Smith	Wilkinson County	Dawn Thurman
Amite County	Rhonda Dixon	Mississippi Horse Park	Allison McNamara
Benton County	Cathy McMullen	Animal & Dairy Sciences	Sabrina Montgomery
Bolivar County	Donald Respass	Center for Gov't Technology	Sandy Vickers
Carroll County	Glenda Jenkins	State Leader, 4-H	Penny Jennings
Coahoma County	Ann Ruscoe	Poultry Science	Denise Richardson
Copiah County	Shelby Bearden	Catch A Dream	Emily Rose
Forrest County	Phyllis Parker	State Ldr, Enterprise/Comm Dev	Theresa Peay
Franklin County	Pamela Buckley	Soil Testing	Karl Crouse
George County	John Steede	Educational Resources	Kathy Nash
Greene County	Perry Gillie	Word Processing	Theresa Peay
Jefferson County	Patricia Beard	Duplicating	Bobby Collier
Lawrence County	Peggy Rutland	Computer Applications & Services	Debbie Rivers
Leflore County	Karen Moore	Building B	Beverly Brimer
Lincoln County	Debbie Corley	North MS R & E Center	Ann Hinds
Panola County	Susie Jones	Central MS R & E Center	Nancy Strickland
Pike County	Cassandra Smith	Southeast District	Linda Kopszywa
Sunflower County	Cathy Verner	Southwest District	Nancy Strickland

MAFES:

Agricultural Economics	Aurie Jackson	RSU/Plant Science & Motor Pool	Laura Smith
Agricultural Engineering	Kim Young	MAFES Administration	Barbara Carver
Coastal R & E Center	Susan DeBlanc	RSU/Animal Research Center	Laura Smith
Animal & Dairy Sciences	Sandy Babb	Black Belt Branch Exp Station	Virginia Mapp
Brown Loam Branch Exp Station	Don Parker	South MS Branch Exp Station	Elsie Aycock
Truck Crops Branch Exp Station	Peter Hudson		

Due to the fire in Dorman Hall last fall, some departments had to be replaced in the audit schedule. Special thanks to Laura Smith, Denise Richardson, Theresa Peay and Virginia Mapp for agreeing to substitute for those departments affected by the fire.

MSU's audit is ongoing and should be completed soon.

Visit our website at www.property.msstate.edu to view our newsletters online.

Scanner Update

Scanners with an acquisition cost less than \$500 are no longer required to be placed on inventory. The correct account code for the requisition is 406480.

TIP

Place barcodes in the same location on like equipment – for example, on the top of cpu's or on the left inside of a desk. It will be easier to locate the inventory numbers during audits!

Trade-In of Equipment

Trade-in of existing equipment on new purchases requires specific procedures at the time of requisition. Please be sure to tell Procurement & Contracts when you plan to use this method of acquiring new items. They will assist you with the purchase so that state requirements are met and the disposition of the trade-in equipment is accomplished in the correct manner.

Less Running Around!

Stay in close communication with the person in your department who purchases items so that you know when equipment is expected to be shipped. Give yourself a break and fewer headaches by collecting acquisition information on new equipment as it is received and before it is placed in use. Forward this information to Property Control immediately and you will not receive the email requesting this information to place items on inventory.

Vehicle Identification Standards

University vehicles must be identified by display of the wordmark on both sides and on the rear of the vehicle in a manner consistent with state regulations. The name of a university unit may be added below the wordmark, if desired. Artwork for the wordmark is available through Printing Services, 325-2251.

Let us know if you find the information in this newsletter helpful and please offer suggestions for future topics.
Thanks!