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### Accounting

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### Property Control

[Propcontadmi@uthscsa.edu](mailto:Propcontadmi@uthscsa.edu)

**TO:** HSC Department Heads, HSC Department Administrators,

**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer

**SUBJECT:** Significant Change to Equipment Inventory Process

The Office of Accounting is pleased to announce a significant enhancement to the university's process for conducting the annual physical inventory of equipment. Effective immediately, Property Control staff will conduct the actual physical inventory of equipment for the Health Science Center using an automated scanning system. This change is intended to increase efficiency and improve the protection of assets containing confidential and sensitive data as defined by federal and state mandates. More than half of the equipment items recorded in our asset inventory have electronic data storage capability, making it imperative to have a comprehensive physical inventory so that assets can be properly safeguarded.

To facilitate this goal, the institution has invested in a bar code scanning system to automate the physical inventory process. Beginning this year, Property Control staff will conduct the inventory by visiting every department and physically scanning the bar coded inventory tag of each asset. Departmental personnel will be critical to this process to provide appropriate access to the various rooms, labs, and clinics where university equipment is located. Departmental staff expertise will also be needed to provide particular insight into the assets and rooms on your inventory listing. Property Control staff will coordinate our efforts to ensure the inventory does not disturb sensitive equipment, conflict with patient care schedules, or disregard other sensitive issues. **Please designate a contact person in your department that can serve in this role.**

Property Control will develop a quarterly inventory schedule and notify your department of the date(s) for your departmental physical inventory. In addition, detailed instructions will be provided to help you prepare for and facilitate the inventory.

Your support and cooperation will be critical to the success of the new inventory process. If you have any questions prior to your department's scheduled inventory, please contact Property Control at [Propcontadmi@uthscsa.edu](mailto:Propcontadmi@uthscsa.edu), or contact Ralph Kaster, Director of Accounting/Property Manager at [kaster@uthscsa.edu](mailto:kaster@uthscsa.edu) or 562-6249.