

# Property & Inventory Management Lunch & Learn 2026

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WHERE LEGENDS ARE MADE

# Agenda

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Presentation Overview & Introduction of Staff

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Property & Inventory Management/Inventory Process

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GovDeals.com – Public Sale & Departmental

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Q & A Session

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Logistics & Support Services

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Recycling & Central Receiving



**Property & Inventory  
Management Policy, Website,  
Transaction Form & Capitalized  
Asset Identification**

Adrienne Harris



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# Property & Inventory Management

## Policy

The University of Alabama's Property and Inventory Management (PIM) Department is responsible for ensuring that adequate accountability systems are established and administered for University and sponsoring agency equipment. PIM is also responsible for providing a public record of state or federal property, as specified in Federal Acquisition Regulation (FAR), Part 45, "Government Property"; Title 2, Code of Federal Regulations (CFR), Chapter II, Part 200.

This policy is applicable to all equipment purchases, regardless of the funding source, including but not limited to the following:

- Equipment purchased from any University fund, including grant, state, or gift funds,
- Equipment donated or transferred to the University by external entities, and
- Equipment purchased by related foundations for use by the University.



# Property & Inventory Management

## Policy

### Threshold and Inventory Control Requirements

Property Subject to Inventory Control should satisfy the following requirements to be included:

- Moveable (not permanently affixed to a building or structure)
- Have a life expectancy of one (1) year or more
- Have an acquisition value of **\$10,000** or greater
- An identity not altered materially through use
- An account code in the 791XXX range must be used to ensure that the equipment is included in the University's inventory system

Policy Link:

<https://ua-public.policystat.com/policy/18018413/latest/>



# Property & Inventory Management

## Increase in Threshold of Capitalized Assets from \$5,000 to \$10,000, effective 10/01/2024

What does this mean for me?

- As of 09/30/2025 – All assets with a purchase price of \$9,999.99 or less have been disposed of and removed from **the UA inventory system**.
- **IMPORTANT**: This DOES NOT mean that you do not have to continue to physically account for these items. It ONLY means that Property and Inventory Management will no longer include these items on the University's physical inventory listing, and they will not be inventoried on an annual basis.
- This increases the importance of departments developing internal methods by which they account for these items.
- PLEASE NOTE: Any audit requests to view any of these specific items will be directed to the appropriate department.



# Property & Inventory Management Website



## Property and Inventory Management



<https://uafacilities.ua.edu/property-and-inventory-management/>



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# Property & Inventory Management Website

## Our Mission

We give support and guidance for the University owned and controlled movable property. The department houses a central receiving area for equipment deliveries and a logistical support service for all university departments.

- Manage the Inventory Process for assets value over \$10K.
- Receive and manage surplus property items.
- Sell surplus items to the public externally on Govdeals.com.



# Property & Inventory Management Website

## Quick Links

[CAPITALIZED ASSET LOAN TO EXTERNAL ENTITY](#)

[PROPERTY AND INVENTORY MANAGEMENT POLICY](#)

[PROPERTY MANAGEMENT FORM](#)

[TRANSACTION FORM](#)

[PUBLIC SALES INFORMATION](#)

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# Property & Inventory Management Website

## Departmental Surplus:

Access to this campus only section of GovDeals is restricted to UA employees only. To request access, please complete the form [GovDeals Application](#) and email it to [property@ua.edu](mailto:property@ua.edu).

Once access is granted, GovDeals will send the user two emails with username and password information. At that point, users can log on, view, and select items.

There is no cost to departments for items available in this special campus only section.

We offer items for sale to the public on our general page at [GovDeals.com](#).

Items can be viewed by visiting our facility at 124 Ancillary Services Building from 8:30 a.m.-11:30 a.m. and 1:00 p.m.-4:00 p.m.



# Property & Inventory Management Website

## Completing a Transaction Form:

Complete the [Transaction Form](#) for:

- Property on Loan
- Change in location
- Transfer of Ownership
- Transfer to Surplus Property
- Deletions
- Trade Ins
- Cannibalized Property
- Lost or Stolen Assets

Use the following information for assets being transferred to Surplus:

"TO" Section:

**Department Name:** Surplus

**Contact Name/Email:** [property@ua.edu](mailto:property@ua.edu)

**Department Org #:** 504305


**Building:** 323-ASB

**Room:** Inv001



# Property & Inventory Management Website

All computer equipment must have all licensed software including the operating systems and sensitive data removed prior transferring to Surplus. We are not responsible for removal of software or data.

If Logistics Services is required, please submit a [Work Order](#) . If you do not have access to submit a work order, please contact your [Building Representatives](#) to assist you with the request.

If you have any questions about the process, please contact Property & Inventory Management via email, [property@ua.edu](mailto:property@ua.edu), or by phone, 205-348-7501.

## CONTACT INFORMATION

Office Hours: Monday-Friday, 7:30 a.m.-4:30 p.m.

Office Number: 205-348-7501

Physical Address: 1115 14th Street, Tuscaloosa, AL 35401

Mailing Address: Box 870238, Tuscaloosa, AL 35487



# Property & Inventory Management Website – Quick Links

❑ [Capitalized Asset Loan to External Entity](#)

❑ [Property Management Form](#)

- ❖ Separate forms must be completed for each individual organization number
- ❖ The “Organization Description” on the form must be the exact description of the Organization that is in Banner.

❑ [Transaction Form](#)



# Transaction Form

## PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

You may request only one transaction type on the same form.

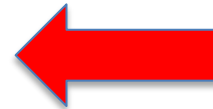
If this request requires a work order, please include the Building Rep in the recipient queue.



### \*\*\*NOTE\*\*\*

--If you have any questions prior to submitting this form, please contact Property and Inventory Management to avoid delays and resubmission.

--Any transaction form that has not been fully executed (COMPLETED) within 30 days will be VOIDED. You will be required to resubmit.



Please enter your name and email to begin the signing process.

# Transaction Form

Name and Email of an individual in the Department currently in possession of the asset.

## Transferring Department-Property Mgr

Your Name: \*

Full Name

Your Email: \*

Email Address

Please provide information for any other signers needed for this document.

## Transferring Department Approval-Dept Head

Name: \*

Full Name

Email: \*

Email Address

## Receiving Department, Optional

Name:

Full Name

Email:

Email Address

## Building Representative

Name:

Full Name

Email:

Email Address

Begin Signing

Name and Email of an individual Department currently in possession of the asset with authorization to approve that transfer.

OPTIONAL - Name and Email of an individual in the Department receiving the asset.

OPTIONAL - Name and Email of designated Building Representative OR any individual you would like included on this transaction form.



# Transaction Form

DocuSign Envelope ID: F2B235E4-A353-4467-84DA-4074EA3061B9

**THE UNIVERSITY OF ALABAMA**  
Property & Inventory Management  
**TRANSACTION FORM**

Transaction #: "yyyymmdd (initials)-#"  
20260105

From:		To:	
Department Name:	[REDACTED]	Department Name:	Surplus
Department Org #:	[REDACTED]	Department Org #:	504305
Contact Name/Email:	[REDACTED]	Contact Name/Email:	property@ua.edu
Building:	[REDACTED]	Building:	323-ASB
Room #:	[REDACTED]	Room #:	Inv001

Equipment Description:		
Description (if vehicle include license plate)	Serial #	UA Property Tag #
10 AIMS built training boards	N/A	N/A
ECP Torsional Plant 205	N/A	233243
ECP Industrial emulator 220	N/A	233244
4 Jupiter Pneumatics air tanks	N/A	N/A

(If more than five assets, continue on page 2)

**TYPE OF TRANSACTION (CHECK ONE):**

<input type="checkbox"/> On Loan (Provide address in "To" Section above)	<input type="checkbox"/> Delete: Please provide detail in Notes section below
<input type="checkbox"/> Change in Location: Bldg and/or Room	<input type="checkbox"/> Delete: Cannibalized
<input type="checkbox"/> Transfer: Department	<input type="checkbox"/> Lost (Provide information in Notes below, Police Report Required)
<input checked="" type="checkbox"/> Surplus Property	<input type="checkbox"/> Stolen (Provide detail in Notes below, Police Report Required)
<input type="checkbox"/> Work order # <u>01158787</u>	<input type="checkbox"/> Police case # _____

**Notes** (Use this area for a detail of events, and for any other information needed by P&IM):

10 AIMS built training boards all built in house by students with with miscellaneous parts and electronics.

<p><b>TRANSFERRING DEPARTMENT</b></p> <p>The undersigned acknowledge that the equipment listed is the property of The University of Alabama.</p> <p>SIGNED: [Signature] [REDACTED]</p> <p>PRINT NAME: [REDACTED]</p> <p>Date (mm/dd/yyyy): [REDACTED]</p>	<p><b>RECEIVING DEPARTMENT</b></p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>Date (mm/dd/yyyy): _____</p> <p style="text-align: center;">Property Manager</p>
<p>SIGNED: [Signature] [REDACTED]</p> <p>PRINT NAME: [REDACTED]</p> <p>Date (mm/dd/yyyy): [REDACTED]</p>	<p><b>PROPERTY &amp; INVENTORY MANAGEMENT</b></p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>Date (mm/dd/yyyy): _____</p>

\*\*\* If you have any questions related to this form, please call 205-348-7501 or email property@ua.edu.



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# Transaction Form

Docusign Envelope ID: ED66B359-0E44-4D5F-94D7-D68ACFF043A6

**THE UNIVERSITY OF ALABAMA**  
**Property & Inventory Management**  
**TRANSACTION FORM**

**Transaction #:**  
 "yyyymmdd (initials)-##"

20250107 (AH) - 01

From:		To:	
Department Name:		Department Name:	Surplus
Contact Name/Email:		Contact Name/Email:	property@ua.edu
Department Org #:	MUST BE DEPT 6-DIGIT ORG NUMBER	Department Org #:	504305
Building:		Building:	ASB
Room #:		Room #:	Inv001

Equipment Description:		
Description (if vehicle include license plate)	Serial #	UA Property Tag #
MUST INCLUDE DETAILED DESCRIPTION	MUST INCLUDE - IF AVAILABLE	MUST INCLUDE

(If more than five assets, continue on page 2)




# Transaction Form

*Please contact PIM  
BEFORE Cannibalizing  
any asset.*

TYPE OF TRANSACTION (CHECK ONE):	
<input type="checkbox"/> On Loan (Provide address in "To" Section above)	<input type="checkbox"/> Delete: Trade In (Provide PO# of Trade in Notes below)
<input type="checkbox"/> Change in Location: Bldg and/or Room	<input type="checkbox"/> Delete: Cannibalized
<input type="checkbox"/> Transfer: Department	<input type="checkbox"/> Lost (Provide information in Notes below, Police Report Required)
<input checked="" type="checkbox"/> Surplus Property	<input type="checkbox"/> Stolen (Provide detail in Notes below, Police Report Required)
<input type="checkbox"/> Work order # _____	<input type="checkbox"/> Police case # _____

Notes (Use this area for a detail of events if item(s) is marked as "Lost" or "Stolen", also for any other information needed by P&IM):


  
Optional

MUST INCLUDE THE  
ACTUAL WORK ORDER  
NUMBER – NOT THE  
REQUEST NUMBER.

You can attach any  
document to this form  
here.



# Transaction Form

<small>Optional</small>	
<b>TRANSFERRING DEPARTMENT</b> The undersigned acknowledge that the equipment listed is the property of The University of Alabama. SIGNED:  _____ PRINT NAME: <u>test</u> _____ Date (mm/dd/yyyy): <u>Jan-08-2026</u> Property Manager	<b>RECEIVING DEPARTMENT</b> SIGNED: _____ PRINT NAME: _____ Date (mm/dd/yyyy): _____ Property Manager
SIGNED: _____ PRINT NAME: _____ Date (mm/dd/yyyy): _____ Department Head	<b>PROPERTY &amp; INVENTORY MANAGEMENT</b> SIGNED: _____ PRINT NAME: _____ Date (mm/dd/yyyy): _____

\*\*\*\* If you have any questions related to this form, please call 205-348-7501 or email [property@ua.edu](mailto:property@ua.edu).



# What property am I responsible for?

## Capital Equipment

- Moveable/tangible
- Not permanently affixed to a building
- Does not lose its identity
- Value of \$10,000 or above

## Examples

- Lab & Scientific Equipment
- Office Equipment
- Tools & Machinery
- Recreation Equipment
- Kitchen Equipment
- Maintenance/Janitorial Equipment
- Vehicles
- Other General Equipment

# How do I determine the value of my asset?

## Purchased Equipment

Amount Invoiced

- discounts

+ freight

+ installation cost

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Value of Asset

## Donated Equipment

Donations are typically routed to PIM through Advancement.

Acquisition Value determined as of the date of the donation.



# **Expense Coding/Recoding, Organization Numbers, Capitalized Asset Process**

Tracy Sutton



# EXPENSE CODING & RECODING



# Expense Coding

Business Purpose	Expense Type	Account Code	Expense Amount
Equipment & Furniture	Equipment and Furniture <\$10,000 - 71120	71120	10,980.00

"Terms").

When you accept this Quote, as provided below, this Quote, together with the Terms, will form a binding contract (the "Contract") between you and Singer Equipment Company, Inc., ("Singer").

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>GRIDDLE, GAS, COUNTERTOP</b> AccuTemp Model No. GGF1201B4850-T1 AccuSteam™ Griddle, countertop, natural gas, 48" x 24" griddle area, 1150 sq.in. cooking area, 7 ga. stainless steel cooking surface, digital thermostat & controls, 3-7/8" grease trough, stainless steel cabinet, 4" legs, 85,000 BTU, 120v/60/1-ph, NEMA 5-15P, cULus, UL EPH Classified, ENERGY STAR®, Made in USA	\$10,980.00	\$10,980.00
	1 ea	1 year parts & labor warranty, standard		
	1 ea	Lifetime service and support guarantee		
	1 kt	Dormont 1675KIT48 Gas Quick Disconnect Kit 3/4" x 48" 1675KIT48		
<b>Total</b>				<b>\$10,980.00</b>



# Expense Coding

Expense Type	Expense Amount
Laboratory/Research Supplies - 71320	11,818.82

DESCRIPTION	CATALOG NUMBER	QUANTITY SHIPPED	UNIT PRICE	AMOUNT
<p>████████████████████</p> <p>CREDIT CARD TRANSACTION -- DO NOT PROCESS FOR PAYMENT</p> <p>SHIPMENT NBR: 001 FROM: VND ON: 08/21/2025</p> <p>ORDERED PART # M12990090</p> <p>INNOVA 40 1 IN ORBIT 120V 05 400 143 1 EA 10,074.08 10,074.08</p> <p>LOT 0419622K</p> <p>ORIG CAT NBR M12990090</p> <p>ORDERED PART # M12509902</p> <p>18INX18IN PLTFORM UNIVERSAL 14 278 42 1 EA 939.65 939.65</p> <p>ORIG CAT NBR M12509902</p> <p>ORDERED PART # M12890200</p> <p>TEST TUBE RACK 13MM TUBES 14 285 697 1 EA 397.48 397.48</p> <p>ORIG CAT NBR M12890200</p> <p>ORDERED PART # M11909001</p> <p>INNOVA ERLN FLSK CLAMPS 125ML 14 278 161 6 EA 22.88 137.28</p> <p>ORIG CAT NBR M11909001</p> <p>ORDERED PART # M11909003</p> <p>INNOVA ERLN FLSK CLAMPS 500ML 14 278 163 2 EA 43.22 86.44</p> <p>ORIG CAT NBR M11909003</p> <p>ORDERED PART # M11909002</p> <p>INNOVA ERLN FLSK CLAMPS 250ML 14 278 162 3 EA 43.22 129.66</p> <p>ORIG CAT NBR M11909002</p> <p>ORDERED PART # ACE1000S</p> <p>NBS CLAMP ERLNMEYER 1.0L 14 281 26 1 EA 54.23 54.23</p> <p>ORIG CAT NBR ACE1000S</p> <p>TOTAL INVOICE AMOUNT 11,818.82</p> <p>FOR YOUR PROTECTION, OUR COMPANY DOES NOT ACCEPT CREDIT CARD NUMBERS VIA FAX OR EMAIL</p>				



# Expense Coding

Expense Type	Expense Amount
Equipment /Furniture > \$10,000 - 79110	12,705.68

LINE	ITEM	DESCRIPTION	QTY	PRICE	TOTAL
1	13-CH132SPWH	Table Cloth- 132" Round, 100% Spun Polyester, White, Turned Hem. (1DZN PER CASE) Price is per Dozen.	13	474.09692	6,163.26T
	13-CH132SPBK	Table Cloth- 132" Round, 100% Spun Polyester Black, Turned Hem. (1 DZN PER CASE) Price is per Dozen.	13	503.26308	6,542.42T
	Freight - out (cust)	Freight - Out: ship and add shipping charges to invoice, Freight Carrier: TBD		0.00	0.00
				0.00%	0.00

PLEASE DO NOT PAY OFF THIS QUOTE. SHIPPING AND HANDLING ARE NOT INCLUDED.	<b>TOTAL</b>	<b>\$12,705.68</b>
--	--------------	--------------------



# Expense Coding Assistance



Adrienne Harris  
205.348.7503  
[aaharris6@ua.edu](mailto:aaharris6@ua.edu)

Tracy Sutton  
205.348-0297  
[tlbooth1@ua.edu](mailto:tlbooth1@ua.edu)



# Capitalized Asset Identification

## ❑ Reports Used to Identify Capitalized Assets

### ➤ Purchase Order Report

- This report is reviewed daily to identify taggable capitalizable assets. Account codes beginning with a 791 are a good identifier.
- If purchases are identified as being incorrectly coded, the requestor and buyer are contacted about changing the coding in the PO.
- If the asset is not taggable, Financial Accounting is notified to capitalize on their end.

# Capitalized Asset Identification

## ❑ Reports Used to Identify Capitalized Assets

### ➤ P-card and Concur Reports

- This report is reviewed weekly to identify taggable capitalizable assets. Account codes beginning with a 791 are a good identifier.
- If purchases are identified as being incorrectly coded, the purchaser is contacted to request a journal entry to be submitted to make the changes.
- If the asset is not taggable, Financial Accounting is notified to capitalize on their end.

# Capitalized Asset Identification

## ❑ Reports Used to Identify Capitalized Assets

### ➤ Supply Store Report

- This report is reviewed monthly to identify taggable capitalizable assets. Account codes beginning with a 791 are a good identifier.
- If purchases are identified as being incorrectly coded, the purchaser is contacted to request a journal entry to be submitted to make the changes.
- If the asset is not taggable, Financial Accounting is notified to capitalize on their end.

# Capitalized Asset Tagging Process

- ❑ Departments are contacted to schedule an appointment to place the UA Asset Tag on the item so that it can be added to the inventory system.
- ❑ Non-vehicle purchases made via Purchase Order will not be scheduled for tagging and added to the inventory system until the purchase order is paid in full or closed.



# Delays in Completing the Capitalized Asset Tagging Process

- ❑ **Purchase Orders not being closed in a timely manner.**
  - Currently we have Purchase Orders still open from previous Fiscal Years.
  - Example: Purchase order was created on 09/30/2022 for \$54,495. There is currently a variance of \$5,870 and the issue has not been resolved.
  - **PLEASE NOTE**: The item must be entered into the inventory system for depreciation to begin.
- ❑ **Improper Coding**
- ❑ **Payments made through Concur instead of under the Purchase Order number.**



# Importance of Accuracy of Organization Numbers

Start-Up Accounts

Organization Numbers – Payment  
Source

Transfers

# Overview of Inventory Process, Importance & GovDeals

Adrienne Harris



# Inventory Process

- Annual inventory begins on the Tuesday after the Martin Luther King Holiday – January 20, 2026. This process should be completed by the end of July each year.
- IMPORTANT – Please update Property Manager Information Form (a separate form must be completed for EACH org that you are responsible for)  
<https://uafacilities.ua.edu/pm-update-form/>
- Asset listings, as requested. Please take the time to physically locate each item.
  - **IMPORTANT: LEASED VEHICLES – UA Fleet Services** - Please let us know if you have any leased vehicles in your area that will need to be inventoried. Leased vehicles are housed under Fleet's organization and will not be a part of your list.
- Property Managers will be contacted to set up an appointment for a representative from Property and Inventory Management to come out and physically inventory each item on the list.



# Important Information to Notify Property & Inventory Mgt About

- Relocation of Assets
- Use of Assets Off-Campus
- Any Loan/Removal of Equipment
- Loans to UA Departments
- Loans to External Entities
- Removal in Performance of One's Duties
- Removal for Repair



# What if we are unable to locate an asset?

1. If it is determined during inventory process that assets are lost, missing, or stolen, PIM will instruct the Property Manager of the necessary steps as outlined in the policy section Loss, Theft, or Destruction.
2. If the Property Manager does not take the necessary steps, the Department Head will be notified.
3. If after contacting the Department Head, appropriate action has still not been taken, the respective Vice President, Associate Provost or Senior Executive Director will be notified.
4. In the event compliance with University policy is not followed, the Director of Logistics and Support Services will be notified, as well as UAPD to request an investigation of the loss.



# Lost/Missing Assets

Equipment that cannot be located by the department is considered misplaced or lost. Any asset that cannot be located after an exhaustive search must be reported as lost by the department. Once the asset is reported to Property and Inventory Management as missing (via email to [property@ua.edu](mailto:property@ua.edu)), the status of the asset will be changed to “Missing” in the Asset Management System for 30 days. It is the responsibility of each department to reconcile items not found within 30 days of becoming aware of or being notified of missing item(s). If the asset is not located after 30 days, the department should then notify UA Police Department and request an investigation of the lost. A Transaction Form must be completed with the “Lost” box checked, all missing items listed, and the police report attached. The appropriate department head must sign the Transaction Form.



# Stolen Assets

When equipment has been stolen, the Property Manager should immediately notify the UA Police Department and request an investigation of the loss. The department should also notify the Office of Risk Management. The Property Manager should also notify PIM by forwarding a completed Transaction Form with “Stolen” checked and a copy of the police report of the investigation. The appropriate department head must sign the Transaction Form. When proper paperwork has been prepared and sent to PIM, staff will complete the requirements to remove the item(s) from inventory. Property Managers must keep a copy of all paperwork for their department records.



# Destruction

When assets are unintentionally destroyed due to fire, flood, human error, etc., a Transaction Form must be completed and sent to PIM. If the asset was intentionally destroyed due to vandalism or criminal activity, then a police report is required in addition to the Transaction Form. If the destruction will be claimed against the University's insurance, the department should also notify the Office of Risk Management.



# Why is Inventory So Important?



Capitalized Assets,  
Grants & Processes,  
etc. are Subject to  
Audit at Any Time



# Property & Inventory Management / Logistics & Support Services are Currently Under Internal Audit

**From:** [REDACTED]  
**Sent:** Tuesday, October 28, 2025 11:32 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Scheduling an Entrance Meeting - Property and Inventory Management Internal Audit

[REDACTED]  
Property and Inventory Management has been selected for audit as part of the Fiscal year 2026 internal audit plan. The primary objective of this audit will be to evaluate the internal controls in place related to the oversight of University owned and controlled movable property. Based on that assessment, we will identify specific testing areas to determine whether movable property is being tracked and monitored in accordance with applicable policies and regulations.

We'd like to schedule an entrance meeting within the next week or two to walk through our audit process and procedures in more detail. We're happy to come to your office for this meeting. [REDACTED]

Thank you,

[REDACTED]



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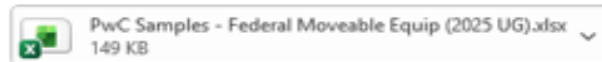
# Why is Inventory So Important?

FW: [EXTERNAL] UA Uniform Guidance - Equipment Observation



Thu 12/11/2025 3:47 PM

You replied to this message on 12/12/2025 8:05 AM.



**From:** [REDACTED]  
**Sent:** Thursday, December 11, 2025 12:59 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [EXTERNAL] UA Uniform Guidance - Equipment Observation

Hi [REDACTED]

I hope you've been well! I'm working with [REDACTED] on some UG audit work and we are hoping to get some time on the books for a PwC staff member do the real property & equipment observation that we are required to perform as part of the 2025 UG audit. The process is essentially the same as when you were assisting [REDACTED] back in May, during the 2024 UG audit.

For context, we make a sample from the listing of federally-funded moveable and non-moveable equipment to do our observation. I have the listing of federally-funded moveable equipment from [REDACTED] which I have made samples from (see attached - samples highlighted in green). Please let me know your thoughts on getting a date/time coordinated for the moveable equipment observation. We are aiming for next week since most students may be off-campus by then.

I also wanted to ask you about an updated listing of federally funded non-moveable equipment. I attached what we received last year for your reference. I recognize that listing was an undertaking that required input from a few different folks at UA—how much of a lift would it be to update as of 9/30/25?

Happy to discuss further with you as needed, or loop in our CGA contacts if they would be able to assist.

Thank you!



PricewaterhouseCoopers LLP

*Upcoming out of office: December 22 - January 2, 2026*



WHERE LEGENDS ARE MADE


# Why is Inventory So Important?

[Redacted]

To  Adrienne Harris

Wed 11/12/2025 2:44 PM

🗨️ Reply 🗨️ Reply All ➔ Forward 🧑‍🤝‍🧑 ⋮

 You replied to this message on 11/12/2025 3:49 PM.

Hi Adrienne,

I hope you're doing well. I am starting an audit of the [Redacted] and one of the areas I will be reviewing is equipment. Can you please send me a listing of the capital equipment tagged with this department? I have listed the specific orgs below. In addition, can you please send me the most recent inventory report for the assets assigned to these orgs?

Chart	Organization Code	Title
A	20	[Redacted]
A	20	[Redacted]
A	20	[Redacted]
A	20	[Redacted]
A	20	[Redacted]

Please let me know if you have any questions while gathering this information.

Thanks!



# Why is Inventory So Important?

## PROPERTY MANAGEMENT SYSTEM QUESTIONNAIRE

### Section I

- As a requirement in FAR 52.245-1(b)(1), does your company have a system to manage (control, use, preserve, protect, repair and maintain) Government Property in your possession? **YES/NO**
- As a requirement in FAR 52.245-1(b), does your company have an approved Property Management plan, system, or procedure? YES/NO
- If no, please provide your Government Property process and procedure?
- Does your organization have a process to enable the prompt recognition, investigation, disclosure, and reporting of loss of prime contractor's property including losses that occur at subcontractor or alternate site locations? **YES/NO**
- Does your organization maintain property records which include, at a minimum, part number, description, cost, ownership, location, serial number if applicable, and quantity? **YES/NO**
- How often does your organization perform periodic physical inventories? (Example: Annually, Biannually, Daily Cycle Count)



# GovDeals.Com



WHERE LEGENDS ARE MADE

# GovDeals.com – Public Sale

### Categories

#### All Categories

- Consumer Electronics (62)
- Consumer Goods (55)
- BioPharma (28)
- Industrial, Commercial Equipment (15)
- Transportation (10)
- Educational Equipment (6)
- Construction, Mining and Farming (1)

### Region & Radius

- Any
- Within [US & Canada]
  - 25 miles (40 km) Of
  - Zip Code Go
- Americas (177)

### Currency

177 Results

Save this Search

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120 per page



University of Alabama

1115 14th St, Tuscaloosa, A...

Clear All



ONLINE AUCTION

#### Scanner

Tuscaloosa, Alabama, USA

**USD 10.00**

23 H 16 M (January 08, 2026 02:01 PM CST)

LOT#: 7896-32931

Watch



ONLINE AUCTION

#### Response System

Tuscaloosa, Alabama, USA

**USD 25.00**

7 D 17 H (January 15, 2026 08:00 AM CST)

LOT#: 7896-33310

Watch



ONLINE AUCTION

#### Tool Box

Tuscaloosa, Alabama, USA

**USD 130.00**

6 D 17 H (January 14, 2026 08:21 AM CST)

LOT#: 7896-33271

Watch



# Important Information Concerning UA Faculty/Staff/Student GovDeal Purchases

- No ua.edu email address can be used for a public account
- No reference to The University of Alabama allowed on this type of account
- Payment MUST be made with NON-UA Funds
- BOTH payment and removal must take place with 5 business days from the date that the auction closes.
- A work order CAN NOT be submitted to have a personal purchase delivered to you.
- Removal: Monday – Friday 8:00 – 11:30 AM & 1:00 – 3:30 PM.
- If you are unable to personally remove the item, you can grant permission for a third party to remove on your behalf. This must be done via email and submitted from the email address on your GovDeals profile.
- Default

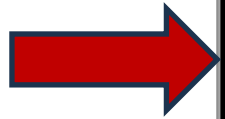


# UA Faculty/Staff/Students are Not Exempt from these Requirements



# GovDeals.com

## Departmental Access



**GOVDEALS  
UA DEPARTMENT**

**First Name:**  **Last Name:**

**MyBama User ID:**  (Not CWID) **Email:**

**Department:**

**Title:**

**Office Phone:**  205-348-  **Other Phone:**

**Building Name:**

**Room Number:**

**Box Number:**  870

**Surplus**  
1115 14<sup>th</sup> Street  
Box 870238  
205-348-7501  
property@ua.edu

**NO ACRONYMS PLEASE**

<https://uafacilities.ua.edu/wp-content/uploads/2022/08/GovDeals-UA-Departmental-Tier-Add-User-form-fillable.pdf>



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# GovDeals.com

## Departmental Access

- Access can only be granted by Property & Inventory Management upon receipt of completed request form.
- These accounts are for full time UA faculty and staff only, not students/graduate teaching assistants/graduate research assistants/fellows/post docs or adjunct/temporary employees.
- There is no “cart” to hold items that you may want to claim. Once you click Request/Claim the item, it is immediately awarded to you.
- We are unable to hold items after they are claimed, the work order to deliver them is typically entered no later than the next business day.
- The work order will be set to deliver to the address on your profile. If it should be delivered to a different location, you must email us at [property@ua.edu](mailto:property@ua.edu), IMMEDIATELY, to let us know where, on campus, it should be delivered.



# GovDeals.com

Liquidity Services Brands ALLSURPLUS GovDeals machinio Liquidation.com bid4assets

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GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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## Bidder Login

Username  **MyBamaUsername.7896**

Password

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# Departmental Surplus



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# Departmental Surplus



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# Departmental Surplus



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# Any Questions?



# Logistics & Support Services

Gerald Mills



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# Topics



- **Current Rates**



- **Planning & Preparing Moves**



- **Surplus Pick Ups**



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# Current Rates

## Set Up / Take Down Fees



Monday-Friday (7:30-4:30)

**\$25** per hour for each staff member



After hours and weekends

**\$37.50** per hour for each staff member  
(minimum of 4 hours)

Tents (at set up fee)

- 20 x 20
- 40 x 40
- 40 x 60



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# Rental Fees

(for up to 3 days)

- ✔ **\$8 per table**
  - 60in round
  - 6 & 8ft rectangle
  - High Boy
- ✔ **\$12 for tablecloth**
- ✔ **\$20 Tablecloth** with table
- ✔ **\$2 per chair**
- ✔ **\$15 per stage piece**



## Current Rates



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# Mileage

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Mileage is \$0.65 per mile for off campus travel.



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# Planning Moves

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Notify Logistics – Email – [gdmills@ua.edu](mailto:gdmills@ua.edu)  
Office – 205-348-3955

## Information needed:

- Date(s)
- Amount of furniture
- Location(s) to and from
- Larger moves require in-person meeting

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## Notify IT and/or Building Maintenance

- For monitors, computers, copiers, large printers
- For anything assembled or attached to walls



# Preparing for Moves



## Empty

- Desks
- Filing cabinets
- Bookshelves
- Storage cabinets



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# Preparing for Moves



## Boxes

- Fill with appropriate material(s)
- Stack similar boxes
- Heavy boxes on bottom
- All boxes sealed

## Labels

- Use painter tape
- Write room number and building
- Place on outside of box

## Fragile material

- Wrap with bubble wrap
- Label "Fragile"



# Surplus

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## Pick Up

- Tagged or marked
- Access available



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# Questions?

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# Recycling & Central Receiving

Jeremy Faulkner



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# What We Recycle

Aluminum Cans

Cardboard

Composting (from Dining Halls)

Computers, Monitors, Printers, Scanners, Keyboards & Mice

Grease (from Dining Halls)

Light Bulbs- Environmental Health & Safety

Motor Oil & Car Batteries - UA Automotive Services

Paper

Wooden Pallets

Plastic (#1 & #2)

Scrap Metal (all types)

Toner Cartridges



# What We Do Not Recycle

Aluminum Foil  
Aluminum Pans  
Food Wrappers  
Glass  
Styrofoam  
Wood  
Plastics #3 - #9  
Alkaline batteries



# Paper

- Copy/computer/office paper
- Glossy paper
- Colored paper and notebook paper
- Envelopes and card stock
- Newspapers and magazines
- Books and cardboard
- Sticky notes
- No newspapers, magazines, books, cardboard or binders in confidential bins



# Cardboard

Cardboard dumpsters are located throughout campus. If your building does not have one and you have a large amount of cardboard for pick-up, please call Recycling (348-7502) to schedule a pick-up.



# Aluminum and Plastic

- Empty aluminum drink cans (any beverage)
- Empty plastic beverage and storage containers marked with recycling symbol and the numbers 1 or 2
- No unopened or partially full cans; aluminum foil
- No plastic bags of any kind; Styrofoam; unopened or partially full food containers; unwashed plastic containers



# How You Can Recycle



- Daily building pick-ups
- Community Drop-off



# Savings

- It costs UA \$33 per ton to dispose of trash in a landfill (\$85 if compactors are involved).
- In the 2024-2025 fiscal year, UA diverted 1,396.799 tons from landfills. This saved the University \$46,094.37 just in landfill fees.
- Shred companies charge fees. The Recycling department provides this service for free.
- In 2024-2025, UA shredding savings were \$349,560.
- Total Cost Savings = \$395,654.37.

**In 2024-2025, recycled items were worth \$433.83 per ton vs paying \$33 per ton to the local landfill.**





# Why We Recycle

- UA is committed to sustainability
  - UA community expectations
    - It saves money.



# Central Receiving

Ancillary Services Building

1115 14th Street

Tuscaloosa, AL 35401

205-348-7502

Monday-Friday 8:00am-12:00pm, 1:00pm-4:00pm



# Central Receiving

- Central Receiving is for freight shipments that cannot be delivered to your building. If your building has a loading dock, shipments can go straight to you. UPS/FedEx packages should not be delivered to Central Receiving.
- It is recommended to reach out to Central Receiving in advance so that we can plan for a shipment. Space is limited and we typically stay near capacity or slightly above capacity.



# Central Receiving

- Please contact us in advance concerning large shipments (item size or quantity), unusual-shaped shipments or time-sensitive shipments (especially for perishable items) or for climate-sensitive shipments.
- HAZMAT shipments should be shipped to EHS.
- Shipment must match either Central Receiving or Facilities Maintenance's addresses.
- Your name or department must be on either the shipment, its packing list or its bill of lading. We cannot accept the shipment if we cannot verify who it belongs to.
- If you need to re-direct a shipment to Central Receiving, please call 348-7502 or email me ([faulk020@ua.edu](mailto:faulk020@ua.edu)) before the truck arrives at our facility. Without confirmation, shipments may be rejected.



# Central Receiving

- Five business days of temporary storage. Space is limited. You can either pick items up yourself or place a delivery work order with the Logistics department. After five business days, there is a storage fee per pallet/crate/individual package.
- Storage fees. \$25 for standard-sized pallets. \$50 for extra large shipments. Extra large is any shipment more than 48 inches wide, 48 inches long or 67 inches tall. Items charges are prorated. Central Receiving reserves the right to accelerate fees if necessary.
- Packages that arrive unpalletized are charged per package.



# Questions?



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