

Good to Know/Fun Facts

Good to Know

- There is a new Property Control Form on the way. Look for it on the Property Management website and in Atlas forms. It eliminates the ambiguity of the reasons for deleting assets and now requires the new custodian of assets to approve its relocation to them.
- It is no longer necessary to use the 3-part NCR paper to print Property Control Forms. One regular sheet of paper is all you need. This is necessary for anything that needs to be physically moved and it is not being moved by you.
- For any equipment that is being relocated by the custodian themselves (i. e. laptops, tablets), an email will be accepted. At a minimum, include in the email the asset number, the room number where the asset is being relocated to, and the name of the new custodian. Also, copy the new custodian on the email.
- If you are relocating your entire office to another location, call Property Management and we will come and re-scan all of your equipment into your new location. You can avoid having to create Property Control Forms for everything.

Fun Facts

- As of April 2015, the college has 2,064 laptops actively being tracked by Property Management totaling \$3,617,990 at an average cost of \$1,750.00.
- The college disposed of \$2.2 million worth of old equipment and purchased \$2.2 million of new equipment during the first nine months of fiscal year 1415. It's a wash.
- Of all the tracked assets that became disposable in the first nine months of fiscal year 1415, twenty-three percent, or \$506,000 original cost, were donated to the community via non-profits. Many items that are not tracked were also donated.
- During the first three quarters of fiscal year 1415, \$30,978.40 was collected from recyclers for old equipment disposed of through them rather than paying to have it all hauled to a landfill.
- No, we don't inventory your office every month, contrary to popular belief. We often have to come back for something we missed on the first visit, such as, things that were locked up in cabinets on our first visit, laptops because we they were sitting on somebody's kitchen table or in a cart on our first visit, laptops because somebody forgot to bring them in when we asked them to, laptops because somebody forgot to bring them in again when we asked them to, laptops because somebody gave you one to use, but they forgot to tell us you had it until we went to their office looking for it. Okay, we visit some of you every month. Now on to tablets...