

Due to the severe damage caused by Hurricane Florence, Fixed Assets would like to take this opportunity to provide guidance to departments regarding relocated assets or damaged assets requiring disposal via Surplus.

Before relocating any assets, check your department's inventory report to determine if the item in question is tracked by Fixed Assets. The Fixed Asset Inventory by Dept. report may be accessed through the following SSRS link: <https://reports.uncw.edu/Reports/Pages/Folder.aspx>. The SSRS path is Financial Reports>Campus Reports>Miscellaneous Reports>Inventory by Dept.

- To relocate a tracked asset, note the new location in the 'Comment' column on the Inventory by Dept. report and email a copy to nalleys@uncw.edu in Fixed Assets.
- If the damaged asset is being sent to Surplus for disposal, follow asset disposal instructions found on the Surplus webpage. Complete a Moveable Equipment Form and route to Fixed Assets.

Warehouse Services Webpage:

<https://uncw.edu/warehouse/surplus.html>

Surplus Property Disposal System located in UBusiness:

<https://busaff.uncw.edu/ubusiness/>

Moveable Equipment Form:

<https://uncw.edu/fixedassets/documents/NewMovableEquipForm.pdf>

- If there are five or fewer items, submit a Movable Equipment Form for each item noting "***Item was damaged in Hurricane Florence***".
- For more than five items, prepare one Movable Equipment Form. In the top section under 'Asset Description', write "***See Attached***". Complete the middle and bottom sections. Attach a list of the items that includes the identifying information requested in the top section of the form.

Please feel free to contact Fixed Assets or Warehouse Services with any questions.

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