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<u>MEMORANDUM</u>

June 8, 2023

To: All State Agencies

From: Gideon Davis, Administrator

Subject: **Annual Physical Inventory - 2023**

Pursuant to NRS 333.220, all executive branch using agencies must conduct an annual physical inventory of personal property and report disposition of property to the Department of Administration, Purchasing Division (State Purchasing). The date each agency conducts its annual inventory is determined internally. If your agency has already completed your annual inventory for fiscal year 2023, no further action is required.

State Purchasing recommends agencies generate a current listing of their inventory through the Data Warehouse website to aid in reconciliation. Basic instructions and notes regarding established processes for obtaining the list and reconciling with State Purchasing through the Integrated Financial System, Advantage, are noted below. You will need your Agency Code or Location Code(s) to query the database and retrieve a complete listing. Agency and Location Codes may be found on the Data Warehouse website, http://dawn12.state.nv.us:7777/pls/prodsw/prc_coa_report.

Generating an Inventory Listing

If your agency does not have access to Advantage, please submit any changes to your inventory directly to State Purchasing using Property Disposition Reports (PDR). Please include the date your physical inventory was completed. The PDR form may be obtained from State Purchasing website, https://purchasing.nv.gov/local_gov/PMP_Forms/.

1. Go to the Data Warehouse website at http://dawn12.state.nv.us:7777/ and under *Reports*, click on *Fixed Asset Inventory Report*.
2. Enter the Location Code(s) for which you wish to obtain an inventory listing. You may query the database using any one of the three (3) following methods.

   a) Enter the 4-digit Location Number in the *Location Code* box;
   b) If you have more than one *Location Code* and the numbers are sequential, enter the starting number in the *From Location* and the ending number in the *To Location; or*

c) Utilize the wildcard feature, by entering *%* symbols in lieu of numbers to obtain all locations within a specific numbering sequence.

3. You may customize your list by specific asset types by one of the following: *Equipment (E)*, *Vehicles (V)*, *Under $5K (U)* and *Non-Advantage Agencies (X)*. Using the default 'All' will include all four (4) asset types.

Reconciling Your Physical Inventory

1. Process *Fixed Asset Correction (FC)* documents within Advantage to modify fixed asset record information such as change in Location, addition of Serial and/or License Numbers, Transfers, Identifying Information, etc.
2. Report all assets that are excess, beyond repair, lost/missing/stolen (if applicable, police report must accompany PDR), and/or needing addition or deletion to State Purchasing using a PDR. For any deletion requests, please provide documentation showing where or to whom property was provided. Two (2) consecutive inventory cycles must reflect the inability to locate an item before it can be removed.
3. Signed copies of a PDR must be submitted to State Purchasing. See the State Administrative Manual (SAM) for property disposal procedures.
4. Update inventory by using the *Fixed Asset Date Update (FADU)* process within Advantage, noting the month and year of completion of your physical inventory.

Special Notes to All Agencies

1. Advantage is designed to capture fixed assets automatically, providing proper information is entered at the time of order request via *Quick Requisition (RXQ)*.
2. In the event an asset is not identified at time of acquisition, but meets fixed asset criteria, the using agency must submit a PDR to request state ID tags.
3. A using agency must request state ID tags via PDR for qualified assets donated to your agency or unlawfully purchased directly without an Advantage *RXQ* and processing through State Purchasing.
4. Please refer to NRS 333.220 and SAM for a listing of items that require a state ID tag.
5. The State Controller's Office utilizes fixed asset inventory records within Advantage for financial reporting. Some items may show up on inventory that are not required to be tracked by State Purchasing; these items will begin with *MISC*. Changes to these items should be reported directly to your agency accounting liaison at the State Controller's Office.
6. Agencies are responsible for internally maintaining and tracking all personal property not requiring a state ID tag.

If you have any additional questions or concerns, please contact State Property at sp@admin.nv.gov.

Purchasing 2023-02