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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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April 15, 2014

MEMORANDUM

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Annual Physical Inventory - 2014

This memo is a reminder that N.R.S. 333.220 requires all “*using agencies*” to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. If you have already conducted this year’s inventory, please disregard this notice.

It is recommended agencies generate a current listing of your agency’s inventory through the Data Warehouse website to aid in the reconciliation process. Basic instructions and notes regarding the established processes for obtaining the list and reconciling with the Purchasing Division through the Advantage Financial System are available on the Purchasing Division’s website through the Property Management Program page. You will need all of your agency’s location codes in order to query the database and retrieve a complete listing. Agency location codes can be found through the Data Warehouse website.

Generating an Inventory Listing:

If your agency does not have access to Advantage, please submit any changes to your inventory directly to the Purchasing Division using Property Disposition Reports (PDR). Please include the date your physical inventory was completed. The PDR may be obtained from our website at <http://purchasing.state.nv.us>. At the top of the page you will see the Site Menu. Click on Property Management Program and choose the Property Management Program forms.

Go to the Data Warehouse website at <http://washoe.state.nv.us>. Click on DAWN; under “**Reports**”, click on “**Fixed Asset Inventory Report**”.

Enter the location codes for which you wish to obtain an inventory listing. You may query the database using any one of the three following methods:

- a) Enter the four-digit location number in the “Location Code” box; or

- 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.
- d) By leaving the “Asset Type” field blank, all types will be included in your listing. If desired, you may also customize your list by specific asset types, i.e. E, V, X or U.

Reconciling your Physical Inventory:

- a) Process “**FC**” documents within the Advantage system to modify fixed asset record information such as change in location, addition of serial and license numbers, transfers, identifying information, etc.
- b) Report all Excess, Beyond Repair, Lost/Missing/Stolen (if applicable, police report must accompany PDR), and/or assets needing addition or deletion to the Purchasing Division using a Property Disposition Report.
- c) **NOTE:** Signed copies of your PDR must be submitted to the Purchasing Division. Please reference SAM 1538.0 for excess property disposal procedures.
- d) Update the inventory by using the “**FADU**” process within the Advantage system, noting the month and year of completion of your physical inventory.

Special notes to all agencies:

The Advantage Financial system is designed to capture fixed assets automatically, providing the proper information is entered at the time of Requisition (RXQ). In the event an asset is not identified, but meets the criteria to be tagged by the Purchasing Division, it is the responsibility of your agency to submit a PDR to request state ID tags. It is also the responsibility of your agency to request state ID tags for qualified assets donated to your agency or unlawfully purchased directly from a vendor without going through the Purchasing Division. Please refer to N.R.S. 333.220 and S.A.M. 1500 for a listing of items that need to be recorded.

The State Controller’s office utilizes the inventory of fixed asset records within the Advantage System for financial reporting. Some items may show up on your inventory that are not required to be identified by the Purchasing Division, these items will begin with “MISC”. Changes to these items should be reported directly to your agency’s accounting liaison at the Controller’s Office.

Agencies are responsible for internally maintaining and tracking all inventory items under \$5,000.00.

If you have additional questions or concerns, please contact State Purchasing at 775-684-0170.