



March 11, 2005

MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: Frances Dyke, Director of Business Affairs
SUBJECT: Equipment Control Process Review

The Business Affairs Office is undergoing a review of the Equipment Control Process at the University of Oregon. The overall goal of this review is to evaluate and improve the manner in which we manage this type of property at the UO. With input and participation from UO staff who have responsibility for property control we expect to:

- Streamline the equipment inventory process by implementing bar coding.
- Establish efficient and effective surplus processes that allow the UO to take advantage of more flexible rules.
- Develop an improved training and communication process for Equipment Control.
- Identify opportunities to lessen the burden on departments for tracking and maintaining adequate records.

We plan to complete the overall review of the policies, practices, and controls over UO equipment by the end of this fiscal year. We have established a cross functional team made up of members from Business Affairs, ORSA, Facilities, and CAS. We also plan to develop user groups over the next several months. We have been provided with key contacts by the Vice Presidents and will work through those in order to request input and participation from staff in each of your areas. We will work to minimize the impact to staff and gather the information needed in the most efficient means possible. Please contact Betty Nielsen by email (Nielsen@uoregon.edu) or phone (346-1125) if you have any questions.

Cross Functional Equipment Control Process Team

Business Affairs Office

Betty Nielsen, Assistant Director, Quality Assurance
Heidi Sann, Associate Director, Financial Services

Office of Research Services and Administration

Tim Godsil, Grant Fiscal Manager

College of Arts and Sciences

Shelley Elliott, Office & Business Manager, Biology

Facilities Services

Cathy Olson, Capital Project Budget Manager