



April 29, 2005

MEMORANDUM

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

The Business Affairs Office has the following update on the progress of the Equipment/Property Control Process Review at the University of Oregon.

General Information:

- Posted the Equipment/Property Control Process Review announcement on the Business Affairs website (see <http://baowww.uoregon.edu/PropertyControl/PCannouncement.pdf>).

Inventory/Bar Coding:

- Organized two demonstrations on bar coding equipment for University of Oregon and Oregon State University property control staff.
- Worked to develop a method to extract information from Banner FIS into scanning equipment.
- Met with Computing Center staff to determine the requirements and timeline needed for uploading to Banner FIS during the inventory process.

Surplus Procedures:

- Reviewed websites and practices at universities and colleges.
- Reviewed web based surplus options (eSurplus).
- Worked with Purchasing and Contracting Services to obtain approval on the terms and conditions for Esurplusing.

User Groups/Surveys:

- Completed a user survey with the assistance from Office of Resource Management.
- Established a list of potential questions to discuss in the user group meetings.
- Developed a list serve of property control users.
- Attended a web seminar on survey development and distribution.

Minor Equipment:

Waiting to continue evaluating the minor equipment process until survey and user group meetings have been completed.

Grant/Gifts:

Waiting to continue evaluating grant/gift process until survey and user group meetings have been completed.

Anticipated University Staff Involvement:

- Assistance from contacts designated by vice presidents to establish survey participants.
- Complete a two-page survey. Estimated time to complete the survey is fifteen minutes or less.
- Attendance at one of four meetings scheduled at various times (as appropriate):
 - May 25, 2005 from 1:30 to 3:00 in the EMU Coquille Room
 - May 26, 2005 from 9:30 to 11:00 in the EMU Coquille Room
 - June 2, 2005 from 1:30 to 3:00 in the EMU Coquille Room
 - June 3, 2005 from 9:30 to 11:00 in the EMU Coquille Room