

Frequently Asked Questions

Ensure proper handling and disposal.

Reporting obligations: Funding agencies, financial statements, cost analysis and DOT.

Liability considerations.

Federal and state requirements (AS 36.30.005, AS 14.40.491 OMB Circular A-110, and OMB Circular A-21).

Purchases costing \$5000 or more (total cost).

Sensitive items (transportation equipment and weapons) .

What is typically used for scanning and validating in inventory management?

Barcode scanners: Handheld devices that scan barcode labels on items.

Mobile devices: Smartphones or tablets equipped with scanning apps for inventory management.

Use Alternative Methods: If a barcode or tag is unreadable, consider using alternative methods for identification and tracking.

Manual Entry: Enter the item's details manually into the inventory system using a keyboard or scanner.

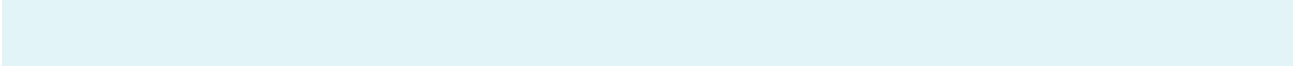
Serial Number: Use the item's serial number or unique identifier to track it in the inventory system.

Description: Use a detailed description of the item to locate it in the inventory system.

If an item is missing a tag, or a new tag is needed, email the UA property for new tags: uaf-property@alaska.edu.

Ensure that the new tag is properly encoded and adheres to the item for readability.

Please see the [memo tag placement document](#).



All inventory lists are accessible on the UAF shared drive under property inventory.
There is a shared drive for each department.
If you're having any trouble accessing or finding these drive locations, please contact the
UAF property office email or phone: 907-474-6143 or

