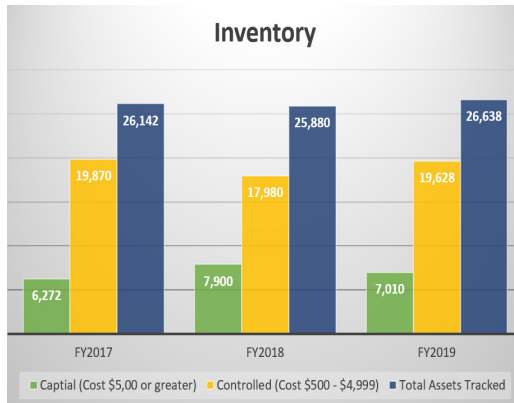




Inventory Financial Services

What We Do

- Administer and comply with the State of Texas Property Accounting requirements for maintaining, tracking and reporting university equipment (assets) and annual inventory results
- Track university-owned capital and controlled equipment (assets) by affixing UTSA barcodes
- Train the appointed departmental Inventory Contact Person (ICP) on the daily management of capital and controlled equipment (assets), and on the annual physical inventory requirements
- Partner with university officials in mitigating losses through timely reporting of equipment (assets) stolen, missing and/or damaged



Training

- Inventory Initial Training (AM675)
- Online - ICP Refresher (AM676)

Contact Us

Main: 210-458-4844
Fax: 210-458-4845

inventory.department@utsa.edu
utsa.edu/inventory

Location: SSB I.104C

Mission

The Inventory Department's mission is to assist the UTSA community with the recording, tracking and management of personal property and equipment.

Which Assets Are Barcoded?

Controlled

Specific Equipment between \$500 and \$4,999.99

- Cameras
- Camcorders
- Smart Phones
- Computer
- Desktop
- Laptop
- Tablets
- Video Players/Recorders
- Televisions
- Projectors
- Sound Systems
- Drones



Capital

Any Equipment Over \$5,000

- Office Equipment
- Vehicle
- Furniture
- Computer Equipment
- Scientific/Lab Equipment
- Telecommunications Equipment
- Educational Equipment
- Software (\$100,000>)

