

# REPORTS

## from Business Affairs



### Assets Without Serial Number or Location

The **Assets Without Serial Number or Location** report is a new report that will assist the Property Custodian with completing the tagging process in the [Property Inventory System](#). The tagging process is not considered complete for an item until a serial number and location are assigned in the system. The purpose of the report is to provide the Property Custodian with a list of assets from their Departmental Inventory Listing that are missing the serial number and/or location.

Any Property Custodian whose department has an asset in the system without a serial number and/or location will receive a monthly email with the Assets Without Serial Number or Location report for their department attached. The email will be distributed on the first Tuesday of each month.

The body of the email provides instructions for the Property

Custodian to complete the tagging process in the Property Inventory System. The report attached to the email is grouped by Department Description and Permanent Tag Number. The detail contains Asset Description, Serial Number (if it exists), Location (if it exists), Organization Code and Asset Value. Only asset types which are designated as Controlled Assets, Capital Equipment, Museum and Art Exhibits, Software and Vehicles will be included in the report.

The Property Custodian will continue to receive the email with the attached Assets Without Serial Number or Location report each month until all items for their department have been assigned a serial number and location in the Property Inventory System.

For questions, contact Property Management at [PropertyManagement@tuhscc.edu](mailto:PropertyManagement@tuhscc.edu).

Texas Tech University Health Sciences Center Assets Without Serial Number or Location						
Property Custodian: <b>Red, Raider</b>						
Department Desc	Permanent Tag	Asset Description	Serial Number	Location	Org Code	Asset Value
CIO Office Lbk	H96098	MPC3E-3D-NG-R-B Expansion Router. P0532508		H	171201	42,000.00
	H96099	MPC3E-3D-NG-R-B Expansion Router. P0532508		H	171201	42,000.00
	H96100	MIC3-3D-10XGE-SFPP Ethernet MIC. P0532508		H	171201	18,000.00
	H96101	MIC3-3D-10XGE-SFPP Ethernet MIC. P0532508		H	171201	18,000.00
CIO Office Lbk - Total						120,000.00
Information Services Lbk	H95761	Dell Latitude 5580 XCT Laptop. P0543768		B164	171132	838.88
	H95762	Dell Latitude 5580 XCT Laptop. P0543768		B164	171132	838.88
	H95763	Dell Latitude 5580 XCT Laptop. P0543768		B164	171132	838.88
	H95764	Dell Latitude 5580 XCT Laptop. P0543768		B164	171132	838.88
	H95765	Dell Latitude 5580 XCT Laptop. P0543768		B164	171132	838.88

