Which account codes should I use when ordering equipment?
Use EQPMT or 614000 when ordering equipment that meets the requirements ($5,000+ and has a useful life of one year or greater).

Can I make my own changes in the Asset Management system?
Of course! You will need to request access from your department OARS contact. Once granted access, you can update all non-financial information about equipment within your department (equipment location, contacts, serial numbers, etc).

What should I do with fully depreciated equipment?
If you are still using the equipment, you must keep track of it. Otherwise, fill out a DOS form and send it to Property Disposition. If you are disposing of items with gold tags, notify Property Control to obtain a clearance memo.

Why is equipment not showing on my inventory report?
New equipment can take upwards of 8 weeks to run through the financial process and be added to the system, once paid in full. If it is not new equipment, it either did not meet the requirements or was purchased under an incorrect account code. Your financial department will need to write a journal entry to reaccount the equipment under code EQPMT (614000).

This cheat sheet doesn't answer my questions!
Don't hesitate to reach out to the Property Control team!
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