



**BIENNIAL  
CAPITAL  
EQUIPMENT** ... **INVENTORY**

*Training*

2026/2027

A decorative graphic consisting of a yellow handwritten-style word 'Training' with a yellow line pointing to the 'I' in 'INVENTORY'. Below it is a dark blue wavy arrow pointing to the right, with the text '2026/2027' written in dark blue above the arrow's tip.

# WHO?

## Inventory 101

### PROCESS OWNERS

- PROPERTY CONTROL
- SPONSORED PROGRAMS
- HCA ASSET MGMT. (PARTNER)

*& You*



**M** JOHN BARKHIMER  
PC MANAGER



**M** ALLEY MANN  
PROJECT COORDINATOR



**M** AIMEE KAMSTRA  
SENIOR ADMINISTRATOR



**hosa** MARIANA TRAETTA  
ASSET MANAGEMENT VP CAM OPERATIONS



**hosa** MATT KWAPICK  
ASSET MANAGEMENT DIRECTOR



**hosa** MIKE PENNEFEATHER  
ASSET MANAGEMENT DIRECTOR



**hosa** TIM BRIGNULL  
ASSET MANAGEMENT SENIOR CONSULTANT



**hosa** DAVID FULLENWILEY  
ASSET MANAGEMENT SENIOR CONSULTANT



**hosa** MARK GALBIERZ  
ASSET MANAGEMENT SENIOR CONSULTANT

# WHAT WHY?

&  
...

*Inventory 101*

## WHAT IS BIENNIAL CAPITAL EQUIPMENT INVENTORY?

- A PHYSICAL WALL TO WALL INVENTORY CONDUCTED EVERY 2 YEARS ON ALL U-M FUNDED AND SPONSOR FUNDED EQUIPMENT CAPITALIZED UNDER ACCOUNT CODE **614000**

## WHY DO WE NEED TO CONDUCT INVENTORY?

- MAINTAIN **COMPLIANCE** WITH STATE, FEDERAL, AND SPONSOR REGULATIONS ENSURING CONTINUITY FOR FUNDING
- **ADHERENCE** TO UNIFORM GUIDANCE AND THE CODE OF FEDERAL REGULATIONS
- ACCURATE INVENTORY = **ACCURATE FINANCIAL STATEMENTS**

## WHAT TOOLS ARE USED TO CONDUCT INVENTORY?

- **KEPR** - VERIFICATION LINKS SENT BY HCA & PROPERTY CONTROL
- **MPATHWAYS** - END USER CAN [UPDATE ASSET INFORMATION](#)
- CONTACT/ CUSTODIAN, LOCATION, SERIAL/ MODEL NUMBER, COMMENTS, ETC. CAN ALL BE UPDATED USING BOTH TOOLS

**NOTE - KEPR AND EMAIL@HCAMGT.COM ARE NOT PHISHING ATTEMPTS**

# PHASES

of  
...

*Inventory*

## START DATE

JULY 13, 2026

## CLOSES

APRIL 30, 2027

## 1. BLITZ

- [HCA ASSET MANAGEMENT GROUP](#) CONDUCTS A WALL TO WALL, CAMPUS WIDE SCAN WITH RFID READERS
- BUILDING SCHEDULE IS POSTED ON THE [PC HOMEPAGE](#)

## 2. HCA RECONCILIATION

- HCA SENDS A LIST OF REMAINING DEPARTMENT ASSETS TO THE PI AND/OR CUSTODIAN
- HCA SCHEDULES A WALK THROUGH WITH PI OR CUSTODIAN TO VERIFY REMAINING ASSETS

## 3. PROPERTY CONTROL REVIEW

- HCA PROVIDES INVENTORY RESULTS TO PROPERTY CONTROL

## 4. FINAL RECONCILIATION

- PROPERTY CONTROL SENDS KEPR VERIFICATION LINKS TO DEPT POC'S FOR REMAINING ASSETS & THOSE NEEDING ADDITIONAL INFORMATION
  - **UNACCOUNTED FOR**
  - **PENDING SURPLUS** (PAPERWORK NEEDED)
  - **TRADE IN** (PAPERWORK NEEDED)



# kēpr

*Mobile & Desktop...*

# KEPR

... How To ...

## STEP 1

- Open & review KEPR verification link in email
- Verification link is sent to Dept POC
- Dept. POC can delegate link and assets

**kepr**

We need your help locating our assets.

Good Afternoon, Colleague and Happy New Year from the Property Control Team,

In late October, [HCA Asset Management](#) completed the physical inventory of U-M's capital equipment and I want to thank you for your support of this important university-wide initiative.

Please feel free to email ([johnbjr@umich.edu](mailto:johnbjr@umich.edu)) or call me at (419) 654-8226 if you have any questions or if you'd like to schedule a Zoom meeting to discuss the remaining inventory.

Thanks again for your continued support of our efforts to locate and record U-M's capital equipment.

John Barkhimer, Jr. (he, him, his)  
Space Analysis & Property Control Manager  
Procurement Services | University of Michigan  
Direct 419.654.8226 | Create a [TDx ticket](#) | Learn about [Capital Equipment](#)

ASSET DESCRIPTION AND TAG NUMBER	CUSTODIAN
NITROGEN PURIFIER (A0020467)	KU,PEI-CHENG
SEMI SYSTEM W/2 MPSMU (A0016368)	NAJAFI,KHALIL
TUNABLE SEMICONDUCTOR LASER (A0006146)	GUO,LINGJIE JAY

18 more

[LOCATE ALL ASSETS](#)

ASSET VALUATION AND INVENTORY SERVICES

Delivering confidence through accurate data

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5214 4th Ave Cir East | Bradenton, FL 34208

**K** KEPR  
HITS@hcamgt.com

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NITROGEN PURIFIER (A0020467)	KU,PEI-CHENG
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TUNABLE SEMICONDUCTOR LASER (A0006146)	GUO,LINGJIE JAY

18 more

[LOCATE ALL ASSETS](#)

[LOCATE ALL ASSETS](#)

*click me in email*

[verifying assets in kepr - job aid](#)

DESKTOP

# KEPR

... Review

## STEP 2

- Review "Not Found" & "Pending Surplus" assets
- Update asset information
- Delegate asset for another to verify

FILTER		All	Found	✓ Not Found	Pending Surplus	EXPORT	Search
<input type="checkbox"/>	Asset	Tag Number/Serial Number		Last Known Location / Department		Custodian	
<input checked="" type="checkbox"/>	SEMI SYSTEM W/2 MPSMU KEITHLEY - 4200 SCS Acq. Date: Nov 29, 2001	Tag #: A0016368 Serial #: 0804151		Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: EECS-2005A (2005A) Dept: EECS - ECE - SSEL (216112)		NAJAFI,KHALIL	
<input checked="" type="checkbox"/>	HIGH FINESSE W26/600 WAVEMETER HIGHFINESSE - WS-6 Acq. Date: Mar 1, 2014	Tag #: A0001762 Serial #: 3084		Bldg: NEAL HOMER A LABORATORY (1005517) / Room: NEAL LAB-SB187 (SB187) Dept: EECS - ECE - USL (216114)		DEOTARE,PARAG	
<input checked="" type="checkbox"/>	MICROSCOPY CRYOSTAT JANIS - A0/ST-500 Acq. Date: Jan 8, 2013	Tag #: A0016586 Serial #: 16364		Bldg: RANDALL HARRISON M LABORATORY (1000208) / Room: Dept: EECS - ECE - USL (216114)		DEOTARE,PARAG	

MARK FOR RETIREMENT    UPDATE CUSTODIAN    DELEGATE

Delegated To	Status
	Not Accounted <a href="#">ADD STATUS</a>
	Not Accounted <a href="#">ADD STATUS</a>
	Not Accounted <a href="#">ADD STATUS</a>

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→   
delegate assets

←   
view and edit asset details

[verifying assets in kepr - job aid](#)

MOBILE

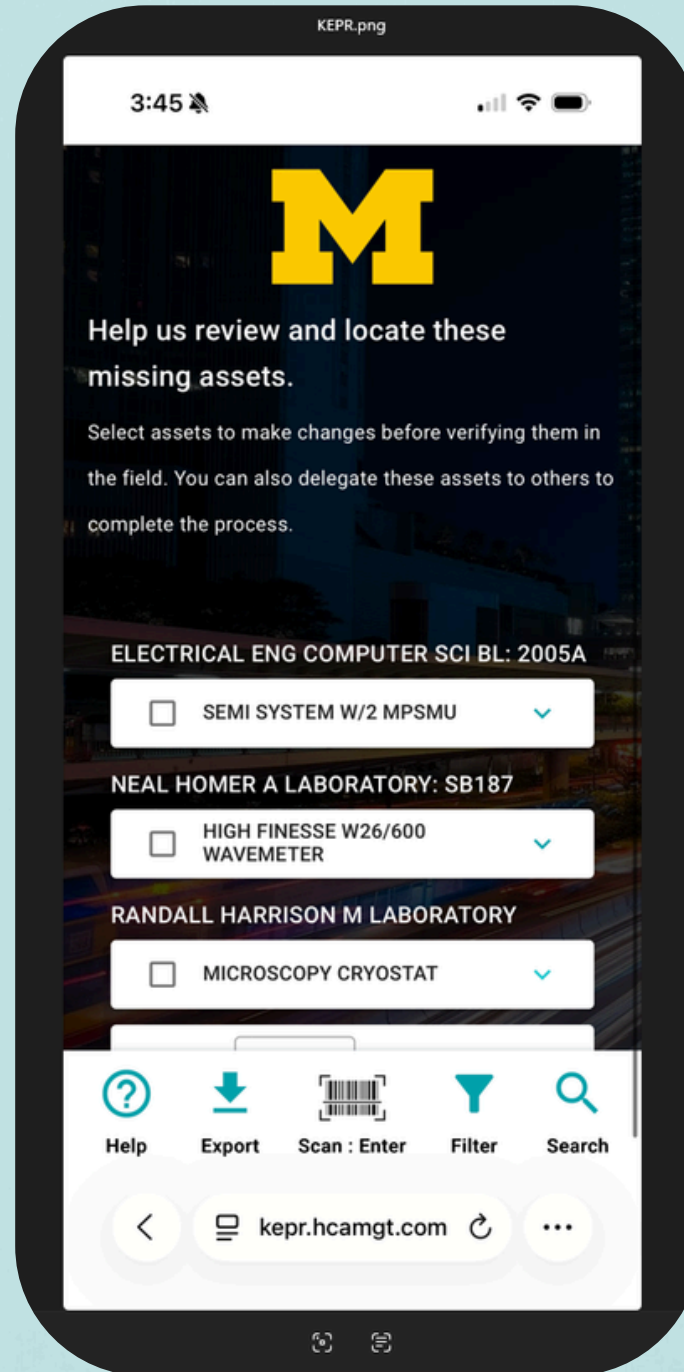
# KEPR

... Verify

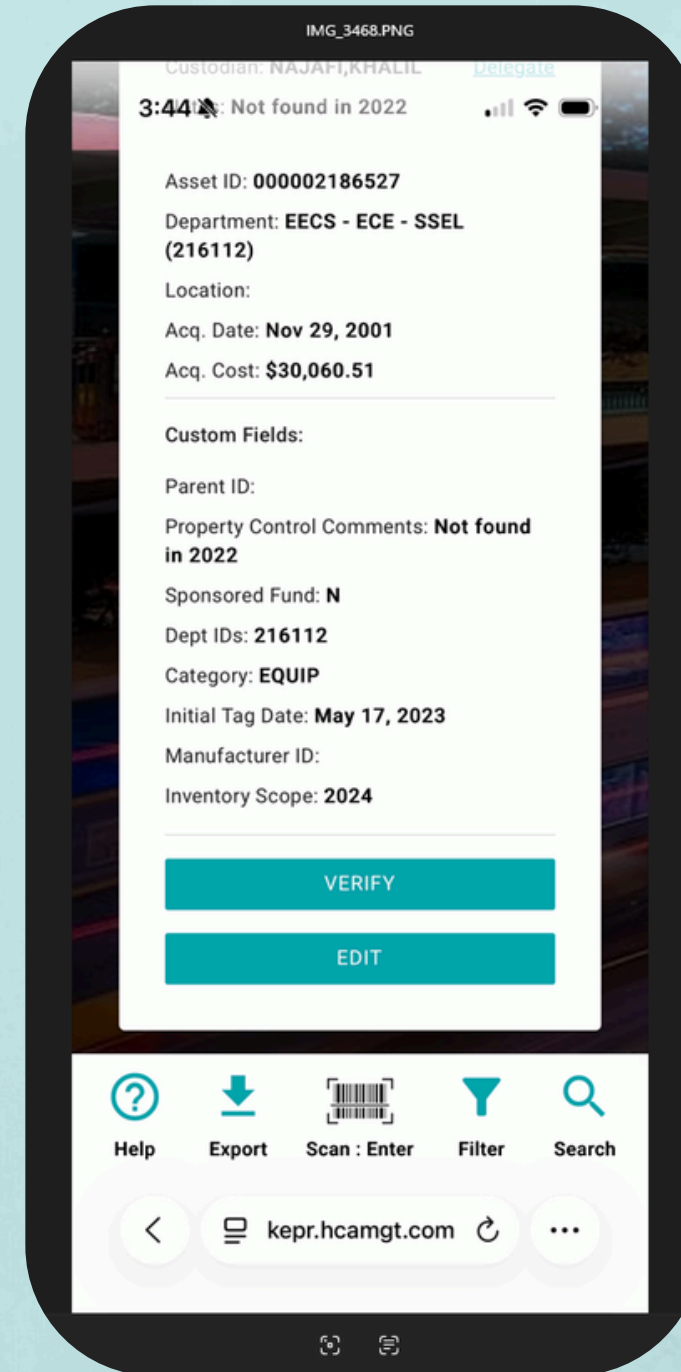
## STEP 2-4

- Select/ delegate asset
- Review asset details
- Edit incorrect information
- Verify
- Photograph and save
- Multiple photos can be taken

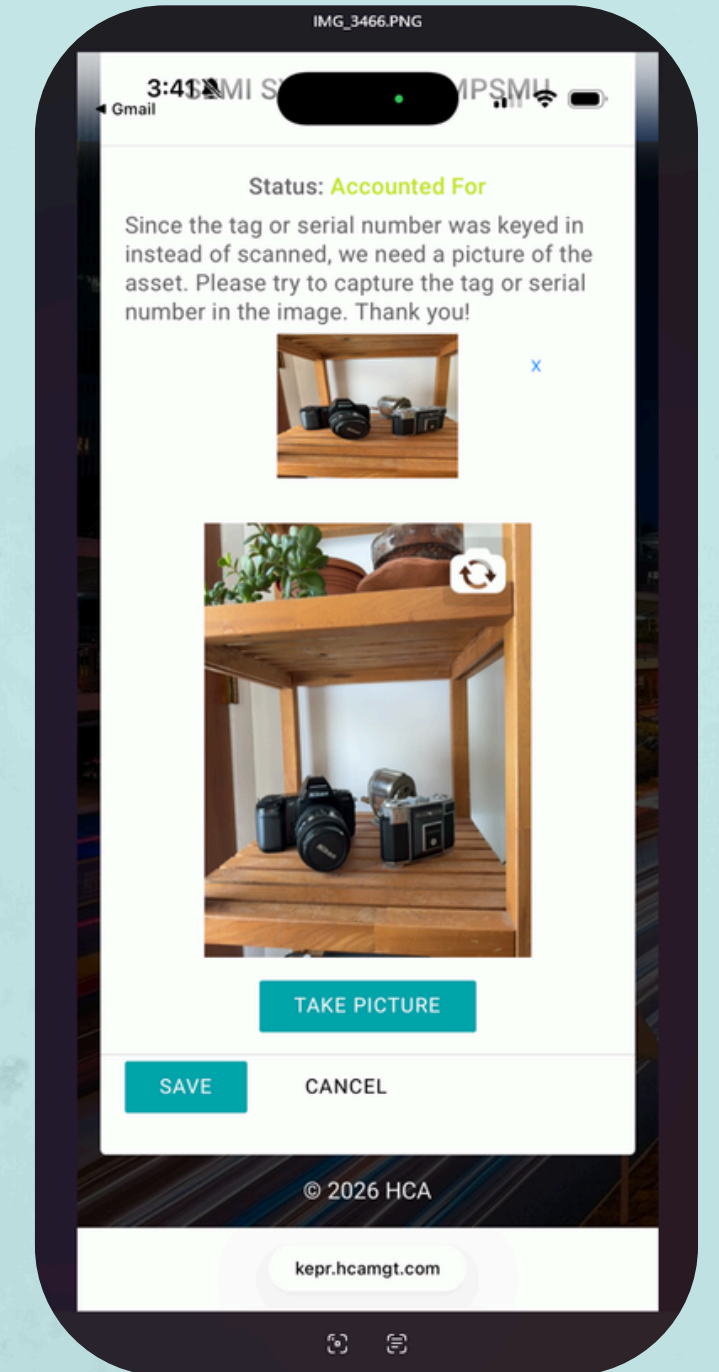
### select / delegate



### review / verify



### snap / save



use filter icon to review pending surplus

[verifying assets in kepr - job aid](#)

# DO YOU KNOW WHERE YOUR ASSETS ARE?

*Let's Work Together ...*

