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DEPARTMENT OF ADMINISTRATION
Purchasing Division

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April 7, 2020

MEMORANDUM

To: All State Agencies
From: Kevin D. Doty, Administrator
Subject: Annual Physical Inventory - 2020

This memo is a reminder that [NRS 333.220](#) requires all "using agencies" to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. The date each agency conducts its annual inventory is determined internally. Due to the COVID-19 pandemic, we realize some agencies may need additional time to complete this requirement. We recommend agencies generate a current listing of their inventory through the Data Warehouse website to aid in the reconciliation process. Basic instructions and notes regarding the established processes for obtaining the list and reconciling with the Purchasing Division through the Advantage Financial System are noted below. You will need your Agency Code or Location Code(s) to query the database and retrieve a complete listing. Agency and Location Codes may be found on the [Data Warehouse Website](#).

Generating an Inventory Listing:

If your agency does not have access to Advantage, please submit any changes to your inventory directly to the Purchasing Division using Property Disposition Reports (PDR). Please include the date your physical inventory was completed. The PDR may be obtained from [Purchasing's website](#).

1. Go to the Data Warehouse website at <http://dawn12.state.nv.us:7777/> and under '**Reports**', click on '**Fixed Asset Inventory Report**'.
2. Enter the Location Codes for which you wish to obtain an inventory listing. You may query the database using anyone of the four (4) following methods:
 - a) Enter your 3-digit 'Agency Code'; or
 - b) Enter the 4-digit Location Number in the 'Location Code' box; or
 - c) If you have more than one (1) 'Location Code' and the numbers are sequential, enter the starting number in the 'From Location' and the ending number in the 'To Location'; or

- d) Utilize the wildcard feature, by entering ‘%’ symbols in lieu of numbers to obtain all locations within a specific numbering sequence.
3. You may customize your list by specific asset types by one of the following: ‘E’, ‘V’, ‘X’ or ‘U’. Using the default ‘All’ will include all four (4) asset types.

Reconciling Your Physical Inventory:

1. Process ‘FC’ documents within the Advantage system to modify fixed asset record information such as change in Location, addition of Serial and License Numbers, Transfers, Identifying Information, etc.
2. Report all Excess, Beyond Repair, Lost/Missing/Stolen (if applicable, police report must accompany PDR), and/or assets needing addition or deletion to the Purchasing Division using a PDR. For any deletion requests, please note that without proper documentation showing where or to whom the property was given, two (2) consecutive inventory cycles must reflect the inability to locate that item before it can be removed.
3. **NOTE:** Signed copies of your PDR must be submitted to the Purchasing Division. Please reference [SAM 1538.0](#) for excess property disposal procedures.
4. Update the inventory by using the ‘**Fixed Asset Date Update (FADU)**’ process within the Advantage system, noting the month and year of completion of your physical inventory.

Special Notes to All Agencies:

1. The Advantage Financial system is designed to capture fixed assets automatically, providing the proper information is entered at the time of Requisition (RXQ).
2. In the event an asset is not identified, but meets the criteria to be tagged by the Purchasing Division, it is the responsibility of your agency to submit a PDR to request State ID tags.
3. It is also the responsibility of your agency to request State ID tags for qualified assets donated to your agency or unlawfully purchased directly from a vendor without going through the Purchasing Division.
4. Please refer to [NRS 333.220](#) and [SAM 1500](#) for a listing of items that need to be recorded.
5. The Controller’s Office utilizes the inventory of fixed asset records within the Advantage System for financial reporting. Some items may show up on your inventory that are not required to be identified by the Purchasing Division; these items will begin with ‘MISC’. Changes to these items should be reported directly to your agency’s accounting liaison at the Controller’s Office.
6. Agencies are responsible for internally maintaining and tracking all inventory items under \$5,000.00.

If you have additional questions or concerns, please contact State Purchasing at: sp@admin.nv.gov or 775-684-0192.