



Asset Inventory Establishment for the City of Pembroke

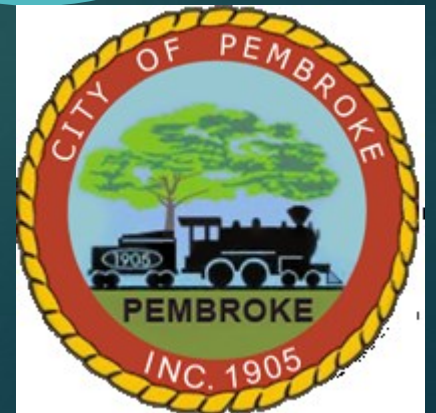
MICHAEL BYNUM

KIARA RAMEY



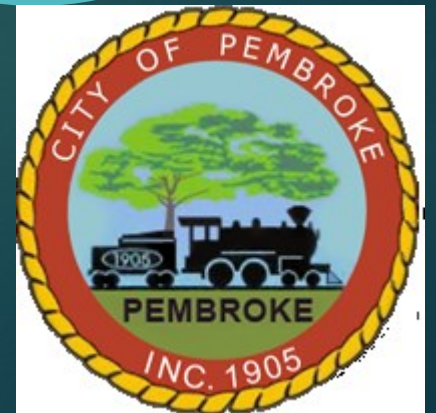
Proposal

- ▶ Implement an inventory system for City of Pembroke
- ▶ Currently no system in place
- ▶ Scattered assets
- ▶ Assets with historical value but no monetary value that need to be accounted for



Objective

- ▶ Pricing (cost effectiveness)
- ▶ Expandability
- ▶ Ease of Use
- ▶ Recommendations



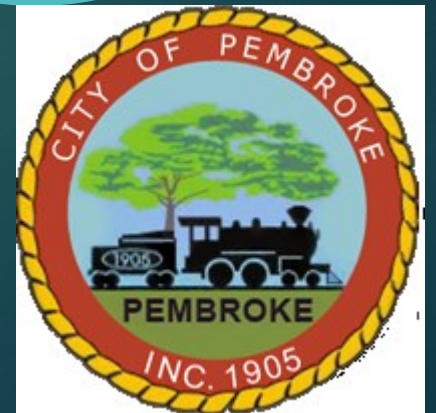
Asset Inventory System

Assign Values

- ▶ While not having a monetary value, items with a historical value can still be tracked.
- ▶ Keep track of the purchase amount, fair market value, or depreciation value, so that items can be valued if disposal is needed

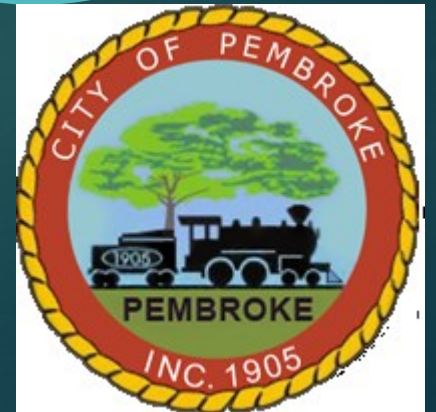
Assign Tracking Numbers

- ▶ This allows for quick identification of items as to what they are, where they belong, who they belong to



Option 1: Spreadsheet

- ▶ Easily expandable for addition of new departments or storage facilities
- ▶ Google Drive
- ▶ Microsoft Excel/Apple Sheets
- ▶ Pricing: \$0



Spreadsheet

INVENTORY - EQUIPMENT

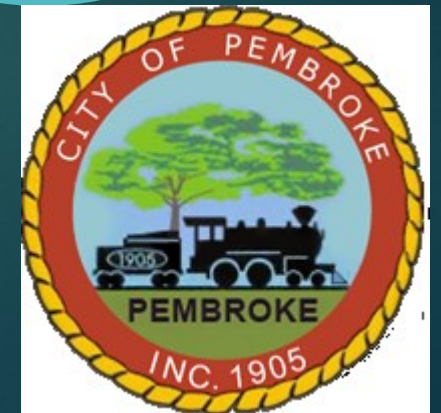
| EQUIPMENT | | | | | LOCATION | | PHYSICAL CONDITION | | | DATE OF PURCHASE / LEASE |
|-----------|--------|-------------------------------------|---------------|---------------------------|-------------|--------------|--------------------|------------|-------------------------|--------------------------|
| ITEM NO. | NAME | DESCRIPTION | TYPE | REMARKS | DEPARTMENT | SPACE | CONDITION | VENDOR | SERVICE YEARS REMAINING | |
| A123 | ITEM A | Delivery Van | Ram ProMaster | Tires replaced 05/20/2017 | Main Office | Lot | Excellent | CenturyIII | 5 | 5/20/2014 |
| B123 | ITEM B | Industrial cross-cut paper shredder | Formax FD | Belt RPX4864 ordered | Main Office | Utility Room | Good | Cole | 7 | 5/20/2014 |
| | | | | | | | | | | |
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TOTAL EQUIPMENT INVENTORY VALUE

\$ 34,672.34 *Based upon CURRENT VALUE fields, below.

FINANCIAL STATUS

| INITIAL VALUE | DOWN PAYMENT | LOAN TERM IN YEARS | RATE OF LOAN | MONTHLY PAYMENT | MONTHLY COST OF OPERATION | TOTAL MONTHLY COST | EXPECTED VALUE AT LOAN TERM END | ANNUAL STRAIGHT LINE DEPRECIATION | MONTHLY STRAIGHT LINE DEPRECIATION | CURRENT VALUE |
|---------------|--------------|--------------------|--------------|-----------------|---------------------------|--------------------|---------------------------------|-----------------------------------|------------------------------------|---------------|
| \$29,865.00 | \$15,000.00 | 5 | 12.00% | \$330.66 | \$200.00 | \$530.66 | \$22,000.00 | \$1,573.00 | \$131.08 | \$25,947.58 |
| \$9,125.00 | \$2,000.00 | 2 | 5.00% | \$312.58 | \$50.00 | \$362.58 | \$8,000.00 | \$160.71 | \$13.39 | \$8,724.76 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |

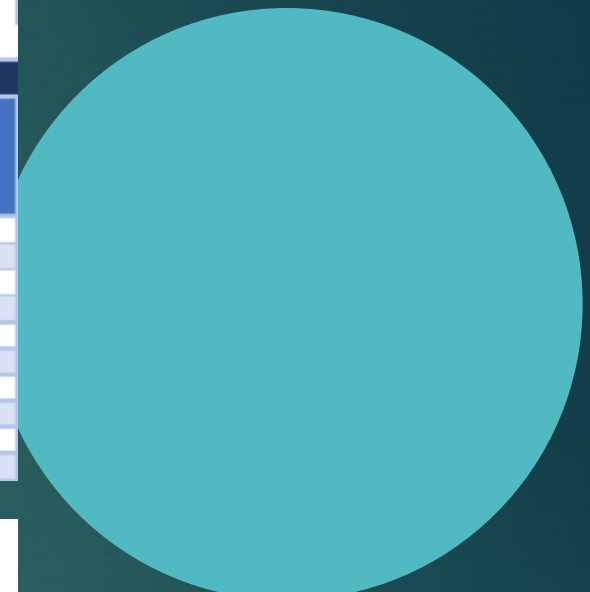


Spreadsheet



INVENTORY - ASSET

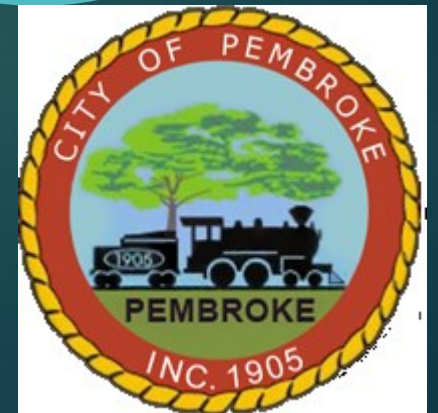
| ASSET | | | | LOCATION | | DATE OF LAST ORDER |
|----------|--------|--------------------|---------------|-------------|-------------|--------------------|
| ITEM NO. | NAME | DESCRIPTION | TYPE | DEPARTMENT | SPACE | |
| A123 | ITEM A | Item A description | Desk | Main Office | Office 1 | 5/20/2016 |
| B123 | ITEM B | Item B description | Computer | Main Office | Office 1 | 5/20/2016 |
| C123 | ITEM C | Item C description | Chair | Main Office | Office 1 | 5/20/2016 |
| D123 | ITEM D | Item D description | Router | Main Office | Supply Room | 5/20/2016 |
| E123 | ITEM E | Item E description | Handheld Scan | Main Office | Supply Room | 5/20/2016 |
| F123 | ITEM F | Item F description | Table | Main Office | Conference | 5/20/2016 |
| G123 | ITEM G | Item G description | Printer | Main Office | Supply Room | 5/20/2016 |
| H123 | ITEM H | Item H description | Television | Main Office | Reception | 5/20/2016 |



TOTAL ASSET INVENTORY VALUE

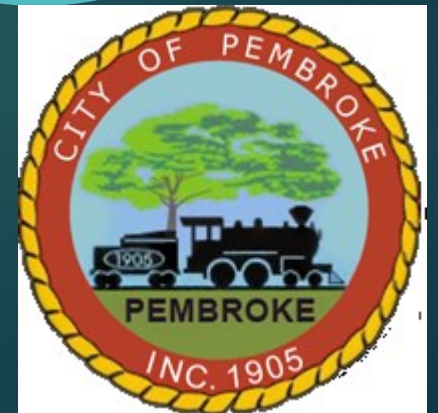
\$ 8,239.00 *Based upon TOTAL VALUE fields, below

| PURCHASE | | | QUANTITY / VALUE | | | | ASSET INFORMATION | | | |
|----------|-------------------------|----------------------|------------------|----------|-------------|-------------|-------------------|------------|---------|----------------------|
| VENDOR | PURCHASE PRICE PER ITEM | WARRANTY EXPIRY DATE | CONDITION | QUANTITY | ASSET VALUE | TOTAL VALUE | MODEL | VENDOR NO. | REMARKS | PHOTOGRAPH / LINK |
| Cole | \$300.00 | 5/20/2022 | Excellent | 2 | \$400.00 | \$800.00 | Commodore | VX123456 | | www.cole.com/product |
| Cole | \$700.00 | 5/20/2022 | Fair | 3 | \$700.00 | \$2,100.00 | MacBook Air | VX123456 | | www.cole.com/product |
| Cole | \$250.00 | 5/20/2022 | Good | 4 | \$300.00 | \$1,200.00 | Roulette | VX123456 | | www.cole.com/product |
| Cole | \$200.00 | 5/20/2022 | Excellent | 1 | \$200.00 | \$200.00 | Cisco | VX123456 | | www.cole.com/product |
| Cole | \$150.00 | 5/20/2022 | Good | 2 | \$170.00 | \$340.00 | Cisco | VX123456 | | www.cole.com/product |
| Cole | \$400.00 | 5/20/2022 | Good | 1 | \$400.00 | \$400.00 | UrbanTree | VX123456 | | www.cole.com/product |
| Cole | \$850.00 | 5/20/2022 | Good | 1 | \$899.00 | \$899.00 | HP | VX123456 | | www.cole.com/product |
| Cole | \$2,200.00 | 5/20/2022 | Excellent | 1 | \$2,500.00 | \$2,500.00 | Samsung 65" | VX123456 | | www.cole.com/product |
| | | | | | | \$0.00 | | | | |
| | | | | | | \$0.00 | | | | |



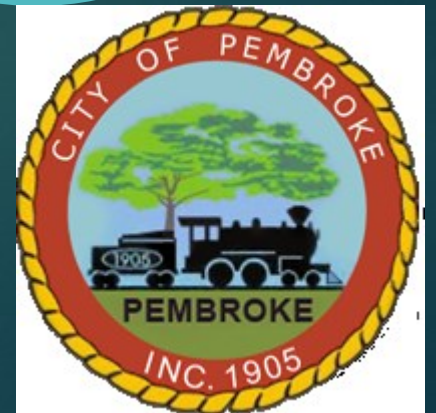
Option 2: Cloud Based Software

- ▶ Can be expanded with additional fees
- ▶ Yearly license payment
- ▶ Printable reports
- ▶ Protected information



Cloud Based Software

- ▶ [Asset Cloud by Wasp](#)
- ▶ Pricing: \$468-868 per user annually
- ▶ “AssetCloud sets a new standard in asset tracking software. The application is capable of handling the tracking needs of practically any type and size of organization, from small project-based sample tracking to enterprise-level asset management across a global organization.”

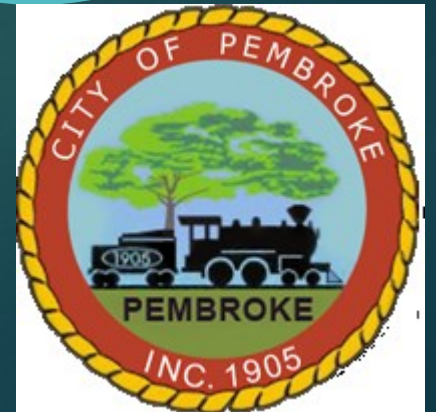


Option 3: On Site Software

- ▶ Large purchase price
- ▶ Usually sold ala carte
- ▶ PeopleSoft

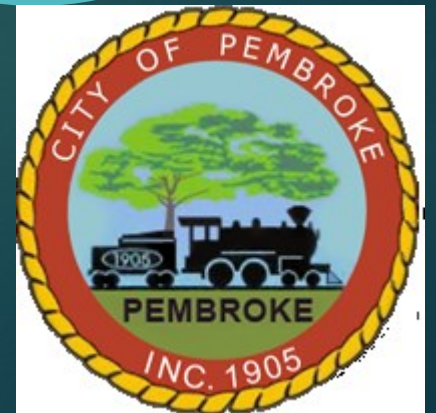
ORACLE®

PEOPLESOFT



On Site Software

- ▶ PeopleSoft
- ▶ Pricing: \$2,000-80,000
- ▶ Used by Georgia State Agencies to track assets
- ▶ “Oracle's PeopleSoft Asset Management offers a fresh approach by delivering maximum financial control and system flexibility. With a single centralized repository of asset data, PeopleSoft Asset Management becomes the core for all assets and related activities giving you complete visibility into your assets worldwide.”



Recommendations

- ▶ Designated Control Officer
- ▶ Forms and Documentation for Transfer

**City of Pembroke
ACQUISITION/TRANSFER OF EQUIPMENT**

From: _____ DEPT NAME & DEPT ID# _____ DATE _____
 Point of Contact: _____ Phone/Fax: _____

A. Asset Being: Transferred _____ or Relocated _____ (Check One)

Transfer To: Department Name _____ OR _____ Dept ID# _____

| Description | Tag Number | Condition (Op/Inoperative) | Computer (Y) / (N) | Old/New Location (if applicable) |
|-------------|------------|-------------------------------|-----------------------|-------------------------------------|
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(ATTACH ADDITIONAL SHEETS AS REQUIRED)

TRANSFERRING DEPT: _____ (SIGNATURE) _____ (DATE)
 _____ (PRINT NAME) _____ (TITLE-DEAN OR DEPT HEAD)

RECEIVING DEPT: _____ (SIGNATURE) _____ (DATE)

B. New Acquisition(s)

| Description | Equipment Found Serial | Donation/Gift Cost | Qty | (Check One) Bldg | Room |
|-------------|---------------------------|-----------------------|-----|---------------------|------|
| | | | | | |
| | | | | | |
| | | | | | |

(ATTACH ADDITIONAL SHEETS AS REQUIRED)

Property Control: Inventory Records Updated: _____ Initials: _____ Date: _____

