**To: All UMBC Property Custodians and Approvers**

**From: Inventory Management**

**Re: Announcing the start of the FY23 Sensitive Equipment Physical Inventory**

**The FY23 Sensitive Equipment Inventory will begin on July 1, 2022.** The Sensitive Equipment Inventory is a university requirement to be done every 3 years by each department on campus. This procedure is necessary to account for the University’s sensitive equipment as well as identifying any weakness in the University’s policies and procedures for safeguarding our assets.

**The FY23 Sensitive Equipment process has many new improvements**! The campus is being divided into 3 groups for taking the inventory. The advantage of dividing the campus into smaller groups is to enable the Inventory Management section the ability to provide quality assistance to the property custodians should any difficulties arise. Each group will have 90 days to complete their inventory. After 45 days from the cycle’s start date, Inventory Management will contact any department that has not completed their inventory to offer any assistance needed to have it completed. This will be a reminder and would also avoid any procrastinating at the end of the cycle to have the inventory completed.

Inventory Management is also working with DoIT to develop a DocuSign process to submit the Sensitive Inventory by the due dates. This includes giving the Property Custodians the ability to upload the required documentation when assets ore lost and provides a workflow from the custodian to the departmental approver to Asset Management. This would make the final steps to completing the inventory more efficient.

Group assignments and potential training dates are forthcoming in a separate email. **Please give your department’s property custodian your full cooperation in order to make this task a success!**

**Remember Team Work….Makes a Dream Work!!!!!**