

E-INVENTORY - DATA COLLECTION

E-Inventory Data Collection Forms are available from www.kwantlen.ca/supply/inventory to report enhanced inventory information for:

- **Individual Equipment Items, recorded on side-1**
 - single item \geq \$5000 each
 - lathe, welder, piano, centrifuge
- **Class Set of Equipment, recorded on side-2**
 - group of items \geq \$10,000 total
 - microscopes, balances, welding MIG guns

E-Inventory Data Collection Forms require the following information to be established:

1. Reporting Information

- Faculty, Division, Department
- Equipment Location

2. Asset Information

- Description, Make, Model
- Serial and Asset Tag Numbers
- Estimated Replacement Cost

3. Enhanced Information

- Current Age and Life Cycle
- Current Condition
- Physical Plant Data

4. Submit Information

- Supply & Business Services, Surrey Campus
- Phone 604-599-2060, Fax 604-599-2135
- Email Supply@kwantlen.ca
- Web www.Kwantlen.ca/supply



kwantlen.ca



E-Inventory

Enhanced Asset Reporting

kwantlen.ca



E-INVENTORY - OVERVIEW

- Enhanced inventory information
- Enhanced accountability and control
- Enhanced life-cycle maintenance
- Enhanced reporting and planning

E-Inventory creates a new asset category for high dollar value equipment within the existing inventory records that establishes a special category for these identified equipment assets providing enhanced data, control, planning and reporting.

Using the existing asset inventory database, the enhanced data and reporting will help programs and finance plan for maintenance and replacement equipment needs.

The existing capital asset inventory and K-tag system is not affected by the enhanced system, and its data and processes is unchanged.

E-Inventory tracks "individual items" over \$5000 and "class sets" over \$10,000 to provide detailed reporting on the 20% of assets that represents 80% of our financial costs.

Tracking a limited group of high dollar items allows Kwantlen to focus efforts to maintain these key educational assets.

E-INVENTORY - REPORTS

E-Inventory allows program staff, faculty and deans to access standard reports that include:

Report	Sorted by:
Capital Budget For use by Program and Finance to prioritize equipment replacement needs	<ul style="list-style-type: none">• Life Cycle End Date• Replacement Value• Equipment Type and Description• Inventory Summary and Total Value
Life Extension For use by Program to identify maintenance investment opportunities to extend equipment life to delay the capital replacement needs	<ul style="list-style-type: none">• Life Cycle End Date• Enhanced Inspection Data• Life Extension Maintenance Data• Re-Set Life Cycle End Date
Asset Audit For use by Program and Supply Services for an annual inventory update	<ul style="list-style-type: none">• Program and Room Location• Equip Type and Description• Asset Data Updates