

Faculty Asset Search User Guide

Compliance:

The Faculty Asset Search tool is used to certify the completion of a search for existing equipment at the University that may be used for project purposes in order to reduce project costs on federal projects or projects that reference OMB Circular A-110 or 2 CFR 200 (Uniform Guidance). Effective December 26, 2014, A-110 requirements will be contained in OMB's Uniform Guidance. Below are excerpts from the Uniform Guidance pertaining to procurement standards. Also, see §200.313 Equipment.

2 CFR §200.318(d): *“The non-Federal entity’s procedures must avoid acquisition of unnecessary or duplicative items.”*

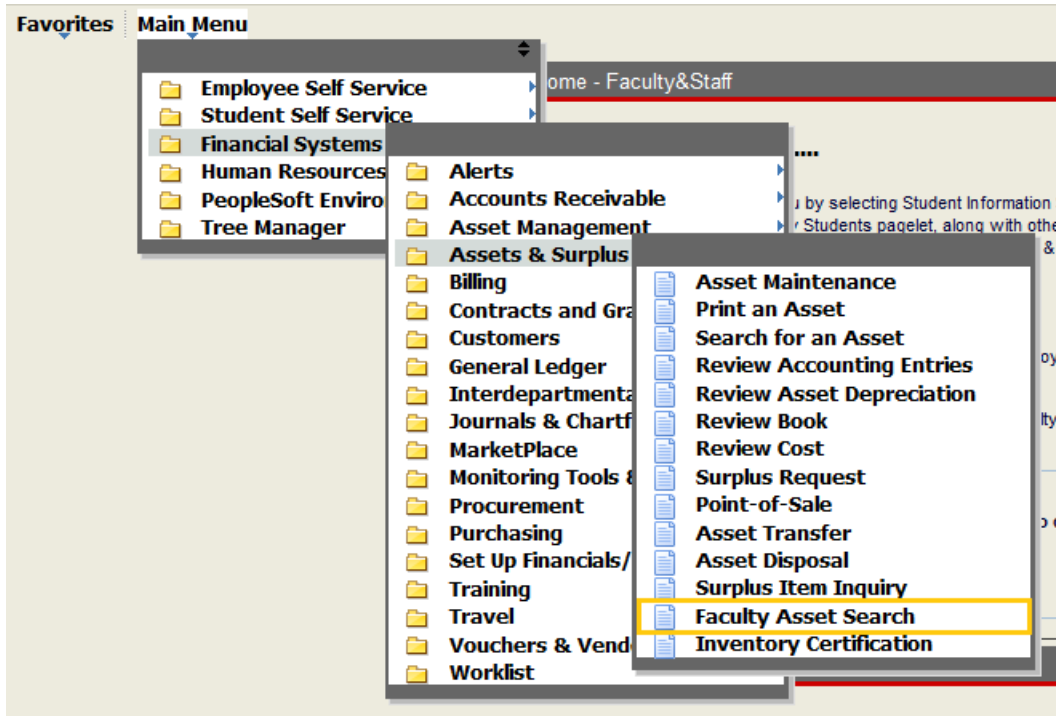
2 CFR §200.318(f): *“The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.”*

Procedure:

Note: The Faculty Asset Search tool is most compatible with Mozilla Firefox, but should be functional in Internet Explorer, Chrome, and Safari.

MyPack Portal Navigation:

Main Menu → Financial Systems → Assets & Surplus → Faculty Asset Search



Main Page View:

[Favorites](#) | [Main Menu](#) > [Financial Systems](#) > [Assets & Surplus](#) > [Faculty Asset Search](#)

Faculty Asset Search

Instructions:

To comply with A-110 Procurement Standards, please use this search before purchasing equipment on a ledger-5 project to find any existing equipment at the University that may serve your needs. Print the search results, sign the certification statement, and keep on file. This search may also be used as needed to search for equipment at the University for other purposes.

Search Criteria

Description: Model:
Manufacturer: Custodial DeptID:

****Print is formatted for Legal size paper.**

From the Search's main page, you may enter any part of the desired equipment's Description, Model, Manufacturer, or any combination thereof. You may need to try different wording to receive the desired results. For example, try "NMR" instead of "Nuclear Magnetic Resonance." You may also search for available equipment within a Custodial Department ID (OUC). You may enter the 2-digit, 4-digit, or 6-digit OUC. Click Search to find results.

[Favorites](#) | [Main Menu](#) > [Financial Systems](#) > [Assets & Surplus](#) > [Faculty Asset Search](#)

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Search Criteria

Description: Model:
Manufacturer: Custodial DeptID:

****Print is formatted for Legal size paper.**

Results View:

Faculty Asset Search New Window Customize Page

Instructions:
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Print the search results, sign the certification statement, and keep on file.
This search may also be used as needed to search for equipment at the University for other purposes.

Search Criteria

Description: Model:

Manufacturer: Custodial DeptID:

**Print is formatted for Legal size paper.

| Asset ID | Tag Number | Description | Status | Phy Use | Condition | Manufacturer | Model | Custodial Department | Project ID | Principal Investigator | Responsible Person | Location |
|-----------------|------------|-------------------------------|------------|---------|-----------|----------------|-------------|--------------------------------|---------------|---------------------------|--------------------|-------------------------------|
| 1 000000000335 | 0085149200 | BALLY CASE WALK-IN COOLER | In Service | Y | Good | BALLY CASE | N/A | 190101: Coll Of Vet Medicine-d | 870011 | | TO GADSBY LAB | 301_0B318: MAIN SCHOOL B31 |
| 2 000000000846 | 0019728400 | WALK-IN COOLER-2 COMPARTMENTS | In Service | Y | Fair | BROWN | UDS4 | 111501: Horticultural Science | 870011 | | HOLLAND | 458_00001: WALK COOLER UFL |
| 3 0000000002565 | 0024220100 | INDOOR WALK-IN COOLER | In Service | Y | Good | HARBORD | 6788GGIM43 | 140301: Civil, Const & Env Eng | 201472,530705 | | D. BLACK | 051_02117A: BROUGHTON HAL 211 |
| 4 0000000002724 | 0024340800 | JET-PRO 814 PELLET COOLER | In Service | Y | Fair | JET-PRO | 814 | 111902: Dept Of Poultry Scienc | 547343,870011 | | PARKHURST | 815_00001: CALS WASTE MANAGEM |
| 5 0000000002725 | 0024340900 | JET PRO COOLER UNIT | In Service | Y | Fair | JET-PRO | 2160-3 | 111902: Dept Of Poultry Scienc | 547343,870011 | | PARKHURST | 815_00001: CALS WASTE MANAGEM |
| 6 0000000002891 | 0024475300 | WALK-IN COOLER-FREEZER | In Service | Y | Poor | AMERICAN PANEL | 367711TNWL | 111901: Poultry Science | 548247 | Williams, Charles Michael | APWMCWILLIAMS | 815_00001: CALS WASTE MANAGEM |
| 7 0000000002892 | 0024475301 | WALK-IN COOLER-FREEZER COMBO | In Service | Y | Poor | AMERICAN PANEL | 67711TNWL | 111901: Poultry Science | 548247 | Williams, Charles Michael | APWMCWILLIAMS | 815_00001: CALS WASTE MANAGEM |
| 8 0000000003927 | 0025001400 | WALK-IN COOLER | In Service | Y | Good | SOUTHERN | CUSTOM BILT | 112101: Applied Enginee | 407051 | | RIIRKHON DER | 992A00123: PYLOI |

Note: A message of **"No Results Found"** indicates that there are no assets matching the search criteria.

The Faculty Asset Search will return Retired and In Service assets, but not Disposed assets. Additionally, the Search will return assets of the following types:

- 010 – IT Hardware
- 020 – IT Software
- 040 – Equipment
- 060 – Fleet
- 070 – Machinery
- 080 – Furniture
- 999 – Other

After the search results are displayed, review the results to determine if any of the assets will match your needs, and contact the Custodial Department if needed. Then, click the Print button.

Instructions:

To comply with A-110 Procurement Standards, please use this search before purchasing equipment on a ledger-5 project to find any existing equipment at the University that may serve your needs.

Print the search results, sign the certification statement, and keep on file.

This search may also be used as needed to search for equipment at the University for other purposes.

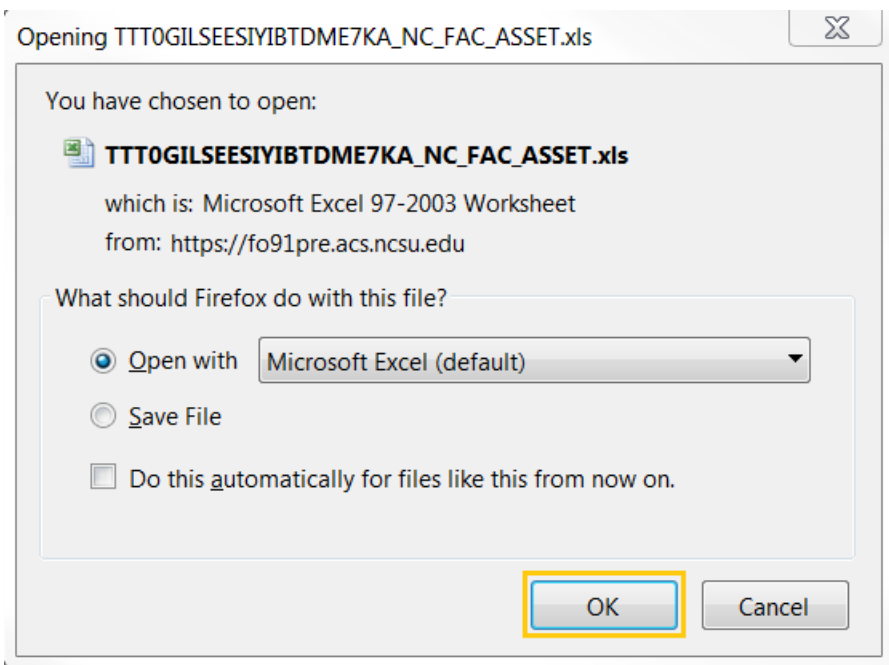
Search Criteria

Description: Model: Clear
Manufacturer: Custodial DeptID: Search **Print**

**Print is formatted for Legal size paper.

| Asset ID▲ | Tag Number | Description | Status | Phy Use | Condition | Manufacturer | Model | Co |
|----------------|------------|-------------------------------|------------|---------|-----------|----------------|------------|---------|
| 1 000000000335 | 0085149200 | BALLY CASE WALK-IN COOLER | In Service | Y | Good | BALLY CASE | N/A | 190101: |
| 2 000000000846 | 0019728400 | WALK-IN COOLER-2 COMPARTMENTS | In Service | Y | Fair | BROWN | UDS4 | 111501: |
| 3 000000002565 | 0024220100 | INDOOR WALK-IN COOLER | In Service | Y | Good | HARBORD | 6788GGIM43 | 140301: |
| 4 000000002724 | 0024340800 | JET-PRO 814 PELLET COOLER | In Service | Y | Fair | JET-PRO | 814 | 111902: |
| 5 000000002725 | 0024340900 | JET PRO COOLER UNIT | In Service | Y | Fair | JET-PRO | 2160-3 | 111902: |
| 6 000000002891 | 0024475300 | WALK-IN COOLER-FREEZER | In Service | Y | Poor | AMERICAN PANEL | 367711TNWL | 111901: |

The Print button will export all the search results to an Excel worksheet with a compliance certification statement.



AWWNBLREESYBTDME7KA_NC_FAC_ASSET - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral

FACULTY ASSET SEARCH

| FACULTY ASSET SEARCH | | | | | | | | | | | | |
|----------------------|------------|--------------------------------|---|---|---|-------------------|-------|---------------------------------|---------|--------------------------|----------------|----------------|
| Asset | Tag # | Descr | S | I | C | Manufacture | Model | Deptid | Project | PI | Responsible | Location |
| 0000 | 25581000 | 4310 COOLER DISCHARGE SWR DRAG | I | Y | E | SIDNEY MFG CO | 4310 | 111901: Poultry Science | 870201 | | BRADSHAW | 815E00012: CAI |
| 0000 | 85149200 | BALLY CASE WALK-IN COOLER | I | Y | G | BALLY CASE | N/A | 190101: Coll Of Vet Medicine-d | 870011 | | TO GADSBY LAB | 301_0B318: MAI |
| 0000 | 8110019500 | COOLER WALK-IN 160 CU FT | I | N | P | | | 111501: Horticultural Science | 870011 | | WILLIAMSON | 069_00274: KIL |
| 0000 | 25833100 | CRYOCOOLER SYSTEM | I | Y | E | COLD EDGE | F-70 | 170640: Physics Research | 529505 | Krim,Jacqueline | KRIM | 713_00167: PAR |
| 0000 | 25903200 | CRYOCOOLER SYSTEM | I | Y | E | COLD HEAD | RDK- | 170601: Physics | 201580 | | HAASE | 039_00168: RID |
| 0000 | 25957900 | CRYOCOOLER SYSTEM | I | Y | E | SUMITOMO | 26704 | 140840: Materials Science Engr | 551513 | Schwartz,Justin | SCHWARTZ | 782A03063: ENI |
| 0000 | 24220100 | INDOOR WALK-IN COOLER | I | Y | G | HARBORD | 6788G | 140301: Civil, Const & Env Engr | 201472, | | D. BLACK | 051_02117A: BF |
| 0000 | 25524200 | JANIS SRDK 415D CRYO-COOLER | I | Y | G | JANIS RESEARCH | SRDK | 170640: Physics Research | 524100 | Huffman,Paul R | HUFFMAN | 039_00168: RID |
| 0000 | 25525600 | JANIS SRDK 415D CRYO-COOLER | I | Y | G | JANIS RESEARCH | SRDK | 170640: Physics Research | 524100 | Huffman,Paul R | HUFFMAN | R22A00001: NIS |
| 0000 | 24340900 | JET PRO COOLER UNIT | I | Y | F | JET-PRO | 2160- | 111902: Dept Of Poultry Scienc | 547343, | | PARKHURST | 815_00001: CAL |
| 0000 | 24340800 | JET-PRO 814 PELLE COOLER | I | Y | F | JET-PRO | 814 | 111902: Dept Of Poultry Scienc | 547343, | | PARKHURST | 815_00001: CAL |
| 0000 | 25675200 | PELLET COOLER, 1 TON, AGRI EQU | I | Y | E | GEELEN | N/A | 111901: Poultry Science | 870501 | | BRADSHAW | 815E00012: CAI |
| 0000 | 25675300 | PELLET COOLER, 10 TON, AGRI EQ | I | Y | E | GEELEN | N/A | 111901: Poultry Science | 870501 | | BRADSHAW | 815E00012: CAI |
| 0000 | 25145300 | PREFABRICATED COOLER-ON BACK D | I | Y | G | BALLY | PH100 | 061201: Ctr for Marine Science | 201325 | | MOREHEAD CITY | 874A00000: PAI |
| 0000 | 25145200 | REFRIGERATED COOLER-ON BACK DO | I | Y | G | BALLY | COOLE | 061201: Ctr for Marine Science | 207325 | | MOREHEAD CITY | 874A00000: PAI |
| 0000 | 25001400 | WALK-IN COOLER | I | Y | G | SOUTHERN STAINLES | CUSTO | 112101: Applied Ecology | 407051 | | BURKHOLDER | 992A00123: PYI |
| 0000 | 25001500 | WALK-IN COOLER | I | Y | G | SOUTHERN STAINLES | CUSTO | 112101: Applied Ecology | 407051 | | BURKHOLDER | 992A00123: PYI |
| 0000 | 19728400 | WALK-IN COOLER-2 COMPARTMENTS | I | Y | F | BROWN | UDS4 | 111501: Horticultural Science | 870011 | | HOLLAND | 458_00001: WA |
| 0000 | 24475300 | WALK-IN COOLER-FREEZER | I | Y | P | AMERICAN PANEL | 36771 | 111901: Poultry Science | 548247 | Williams,Charles Michael | APWMC/WILLIAMS | 815_00001: CAL |
| 0000 | 90384000 | WALK-IN COOLER-FREEZER | I | Y | G | DOUGLAS EQUIP | WALK | 471501: Dining and Catering Op | 370500 | | | 103_00104: CAS |
| 0000 | 24475301 | WALK-IN COOLER-FREEZER COMBO | I | Y | P | AMERICAN PANEL | 67711 | 111901: Poultry Science | 548247 | Williams,Charles Michael | APWMC/WILLIAMS | 815_00001: CAL |

I commit to contacting the custodians of these assets in a good-faith effort to determine if the assets are available for use and meet functional requirements.
Signed: _____

To comply with the A-110 / Uniform Guidance procurement requirements, print the worksheet, sign the certification statement, and keep on file with project documents.

Note: You may need to reformat the Excel worksheet for printing on legal paper.

While the Faculty Asset Search tool's primary purpose is to search for existing equipment before making a purchase on a federal project or a project that references Circular A-110 or 2 CFR 200 (Uniform Guidance), it may have other uses for campus. In these cases, the certification statement does not need to be printed or signed.

Note: Currently, there is no way to search for fabricated equipment, only components thereof. You will need to know attributes of the components of the equipment.