

# Capital Equipment Physical Inventory Verification FY 2024

Presented by:

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**Accounting Services**

# Purpose of Inventory

- Comply with Federal requirement under 2 CFR Part 200 (Uniform Guidance) and University policy
- Keep accurate records
- Perform and document physical verification
- Maintain effective internal controls over equipment inventory

Capital Equipment Inventory:

[northwestern.edu/controller/accounting-services/equipment-inventory/inventory.html](http://northwestern.edu/controller/accounting-services/equipment-inventory/inventory.html)

Uniform Guidance:

[Uniform Guidance, Code of Federal Regulations 200.313 - Equipment requirement](#)

# Impact

- Prevent inventory discrepancies and reportable audit findings
- Avoid increased scrutiny, fees and penalties
- Support cost recovery and negotiated F&A rate

**1% increase in F&A rate generates  
~\$2.15 million in unrestricted revenue**

F & A Rates:

[Facilities & Administrative \(F&A\) Rates: Sponsored Research - Northwestern University](#)

[fa-and-fringe-rate-agreement\\_2023-08-03.pdf \(northwestern.edu\)](#)

# Process Overview

- Distribution of the Capital Equipment presentation
- Post inventory reports on SharePoint
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# Inventory Timeline

- Presentation / inventory start: **2/28/24**
- Asset list available on SharePoint: **2/29/24**
- Virtual Open Lab Session 1: **Mid-April**
- Virtual Open Lab Session 2: **Mid-May**
- **Unit Reps return completed reports: 5/31/24**
- Virtual Open Lab Session 3: **Mid-June**
- **Unit Reps submit Asset Requests: 6/30/24**
- Re-inventory results verification: **8/15/24**

# Inventory Timeline (continued)

## Physical inventory timeliness and delinquency:

- Start as soon as possible
- Notify of any issues
- Request assistance
- Complete and submit before deadline
- **Late or missing**








# Example AM013 Inventory Report

# Disposal & Transfer Requests

- Submit as soon as identified, no later than June 30, 2024
- Unit Reps to submit Asset Requests (disposals or transfers) via NU Financials:  
**NUFinancials** > NavBar  > NU Interfaces and Processes > Assets Self Service > Create/Search Asset Request > Add
- Transfers: location, custodian/PI, and/or department update
- Disposals: scrapped, sold, traded-in, donated, cannibalized, no longer owned by University, etc.
- Equipment must be physically disposed, tag removed before request submitted in NUFinancials

# Untagged Assets



# Asset Inventory Updates

- Unit Representative to notify Equipment Services ([equipment@northwestern.edu](mailto:equipment@northwestern.edu)) that updates have been made in SharePoint by **May 31, 2024**
- Unit Representative to submit any updates into NUFinancials by **June 30, 2024**
- We will reconcile updates identified to NUFinancials by **August 15, 2024**

# Key Resources

- [Asset Request \(disposal/transfer\) instructions](#)
- [Capital Equipment Inventory website](#)
- [Equipment Policy Manual](#)
- Asset Request walkthroughs:
  - [Disposals](#)
  - [Transfers](#)

# Questions or Need Help?

Contact:

**Justyna Markiewicz**

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**Thank you**