

MANAGING UNIVERSITY EQUIPMENT

Nicole Mayer
Inventory Services Manager

March 7th, 2017

 **University at Buffalo** The State University of New York

INVENTORY COORDINATOR OVERVIEW

State, UBF, and Research Foundation



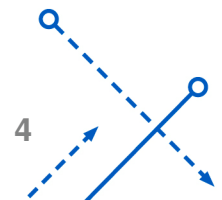
What's in Your Packet?

- Definition of an asset and examples of asset stickers (tags)
- Managing University Equipment Policy
- New Equipment Inventory form (NEIF)
- Request a return of NEIF
- Example of a Re-Inventory report
- "Property of UB stickers"
- Property Removal Authorization form
- UB SWAP packet
- Moving Services information
- Disposal form
- Authorized signatures form
- Inventory Data Change form
- Hazardous Waste information
- Department Changes for Inventory form (Personnel)
- Gifts and Equipment Transfer information
- Unaccountable and Stolen Asset information
- Request for Training form



What is Inventory?

- Inventory Services reviews eReqs/Purchase Orders (POs) to determine items to track. (State/RF/UBF)
- Paperwork is started to track the assets and is then held in Inventory Services until the PO has been paid.
- Once paid, we request basic asset information through the New Equipment Inventory form (NEIF) which is completed by the department's inventory coordinator. The completed form should be sent to Inventory Services and a copy should be kept in the department to assist the inventory coordinator when they perform the Re-Inventory Report.
- Upon the return of the NEIF, the asset's information is then entered into Real Asset Management (RAM).
 - RAM is SUNY's equipment tracking software.
- Inventory asset information can be viewed using the Inventory tab within the SIRI Procurement dashboard. Data is updated weekly.
- Asset tags are assigned to each item upon entry into RAM and Inventory Services will go to each campus and adhere a sticker to the equipment.
- Inventory Services prints existing Re-Inventory reports for departmental review bi-yearly.
- This report needs to be returned to Inventory Services by the deadline listed on the cover page. Any corrections on the report will be reviewed and if any questions arise an Inventory Specialist will contact the department.



Asset Stickers (Tags)

- Any item of equipment or furniture with an original cost of \$5,000 or greater, has a life expectancy of greater than 1 year, and is not consumed in the course of use.



Managing University Equipment Policy

- Administrative Services Gateway
 - UB Policy Library



POLICY INFORMATION

Date Established: 2/1/2012

Date Last Updated: 6/16/2016

Category:

Procurement

Responsible Office:

Procurement Services

Responsible Executive:

Vice President for Finance and Administration

POLICY CONTENTS

- > Summary
- > Policy Statement
- > Background
- > Applicability
- > Definitions
- > Responsibility
- > Contact Information
- > Related Information
- > History
- > Presidential Approval

UNIVERSITY AT BUFFALO POLICY LIBRARY

Managing University Equipment

Summary

This policy outlines the requirements for identifying and recording university equipment and establishes guidelines for equipment security and accountability.

Policy Statement

The University at Buffalo (UB, university) has a significant investment in equipment and is committed to recording, maintaining, and safeguarding the equipment from acquisition through disposal. Inventory Services is responsible for the centralized accounting and reporting of university equipment; the department that is the primary user of the equipment is responsible for the proper use and protection of equipment in their custody.

The university utilizes State University of New York (SUNY) Real Asset Management (RAM) to maintain equipment inventory and accurately record:

- acquisition of equipment items costing \$5,000 or more and the assigned bar-coded inventory tag number
- acquisition of sponsor-defined equipment and the assigned bar-coded inventory tag number
- change in equipment status (e.g., transfer to another department, change in room location, theft, disposal).

Departments are responsible for annually verifying the equipment inventory maintained in RAM and reporting changes to Inventory Services at least once every two years.

Higher-risk items costing less than \$5,000 should have a non-bar-coded UB identification tag affixed. These items are not maintained in RAM, however departments are responsible for periodically spot-checking the items to verify their existence and condition.

NEIF Cover Sheet

Attention:

Please return the New Equipment Inventory Form (NEIF) immediately. To be in compliance with audit requirements, UB Inventory Services must receive the NEIF within 30 days. If the NEIF is not received within 30 days, Inventory Services is required to inform your Department Head and the campus Research Foundation Operations Manager (OM) requesting that the form be returned.

NEIF Timeline:

1. After a piece of equipment is paid, Inventory Services will send a New Equipment Inventory Form (NEIF) by campus mail to the department to complete and return within 30 days.
2. If the NEIF is not returned after 14 days, Inventory Services will contact the department as a reminder and will continue to do so every two weeks.
3. If the NEIF is not returned after 30 days, Inventory Services will contact the department, the Department Head and the campus OM, requesting that the form be returned.

We greatly appreciate your promptness in returning the NEIF within 30 days. Please contact Inventory Services if you have any questions or concerns. Read more about managing university equipment on the Administrative Services Gateway at <http://www.buffalo.edu/administrative-services/managing-procurement/ub-inventory.html>

Please complete the attached New Equipment Inventory Form (NEIF) for (STATE, UBF, RF) PO _____ dated _____.

This equipment was recently paid on _____.

SUNY and RF policy require the university to compile this information within **30 days**. For your reference, a copy of the purchase order and the paid invoice(s) are attached.

If you have any questions please contact Nicole Mayer by phone at 645-4556 or email at nmayer@buffalo.edu.

NOTE: If you can describe the asset more accurately than what is printed on the form, please feel free to modify it. Thank you.

Copy of a Blank NEIF

Date: 10/3/14

P.O. NUMBER: _____

NEW EQUIPMENT INVENTORY FORM

1. Please complete the questions in box below (please include your name and phone #) 2. Make a copy for your files 3. Return original to: Inventory Services, 208 Crofts Hall, North Campus

Department: _____

(1) Name and telephone # of user of asset: _____	(2) Date asset was received: _____
(3) If R.F. funds are used, name of project investigator: _____	(4) Building name: _____
(4) Building name: _____	(5) Room number where asset will be located: _____
(6) Manufacturer Name: _____	(7) Model number: _____
(8) Serial number: _____	(9) If vehicle, note license no.: _____
COMPLETED BY: _____ PHONE #: _____	
If Applicable Please Complete the Following:	
A. IS THIS ITEM AN UPGRADE TO AN EXISTING ASSET: <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please provide the asset # _____ of existing asset.	B. IS THIS ITEM A REPLACEMENT PART FOR AN EXISTING ASSET: <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please provide the asset # _____ and/or Serial # _____ that this item is being placed in.
C. IS THIS ITEM AN INTERNAL COMPONENT TO AN EXISTING ASSET (i.e. boards, disk drives for computers): <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please provide the following information: DESCRIPTION OF ASSET THAT THIS IS BEING ADDED TO: _____ P.O.# _____ Serial # _____ Asset # _____	

TO BE COMPLETED BY INVENTORY SERVICES:

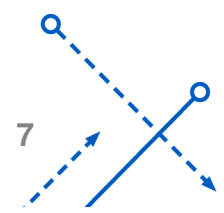
ASSET CODE: 03 _____ DESCRIPTION: _____ CAMPUS: 28030 OFF CAMPUS: _____
 BUILDING: 28030- _____ FLOOR: _____ DEPARTMENT ACCOUNT NUMBER: 28030- _____ 00 GROUP: _____
 CLASS CODE: _____ FUND: _____ AWARD #: _____ SVC/COST: _____ CONDITION: _____ COST CODE: _____ N/U: N
 STATUS: _____ CAPITAL IND: _____ SPLIT FUNDED: _____ ROOM: _____
 OFF CAMPUS LOCATION: _____ P.O. NUMBER: _____
 MANUFACTURER: _____ MODEL #: _____ SERIAL #: _____
 CAPITAL PROJ. # _____ CAMPUS FLAG # 1: _____ CAMPUS FLAG # 2: _____ CAMPUS FLAG # 3: _____
 PRIN. INV. NAME _____ PARENT ASSET #: _____ DATE PURCHASED: ____/____/____
 DATE CAPITALIZED: ____/____/____ QUANTITY: 1 PURCHASE COST: _____
 NOTES: _____

ADDITIONAL NOTES ON NEXT PAGE

NEIF/INV Mailed _____

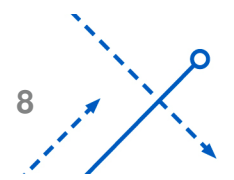
FOR INVENTORY SERVICES USE ONLY:

INITIATED BY:	ON: 10/3/14
COMPLETED BY:	ON:
APPROVED BY:	ON:
ENTERED BY:	ON:



Sample of a Departmental Re-Inventory Report

STATE UNIVERSITY OF NEW YORK UNIVERSITY AT BUFFALO DEPT NUMBER ██████████		INVENTORY SERVICES ANNUAL RE-INVENTORY REPORT							REPORT AS OF	Page 212 5/16/2016		
BLDG	ROOM	ASSET NO. MANUFACTURER	DESCRIPTION MODEL	SERIAL	S T	F D	C S	C D	O-COST AGENCY	FLAGS	AC/DT	PO NUMBER PO DATE
BALDY	00014	03X42703RF SMART	SMART PODIUM W/PROJECTOR 518	K012Gw38G0115	1	6	A	E	\$7,946.21 61118		6/6/2015	929332 10/23/2014
"												
BALDY	00014A	03X17684UB CAPSTREAM	A/V PRESENTATION SYSTEM NONE		1	15	A	E	\$29,206.52		6/6/2015	360799 10/31/2014
"												
BALDY	00200C	03X42702RF SMART	SMARTBOARD W/PROJECTOR 1016401	T072GJ03A0007	1	6	A	E	\$9,655.00 61118		6/6/2015	929320 10/23/2014
"												
BALDY	00200D	03X2072209 APPLE	DATA STORAGE SYS XSERVE RAID Z0BC	QP75206GRS4	1	8	A	E	\$5,284.00 N/A		1/1/2008	155944 12/12/2007
"												
BALDY	00212	03X2061716 TOSHIBA	PROJECTOR COMPUTER/VIDEO TOS-TLP650	63694877	1	8	A	E	\$5,036.00 N/A		2/1/2000	207363 1/25/2000
WN352												



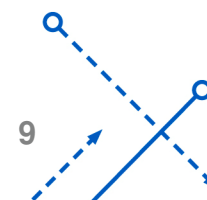
Information on “Property of University at Buffalo” stickers with examples

“Property of University at Buffalo” stickers should be placed on all equipment and furniture that is not bar-coded. Many items are not bar-coded because they are under the cost threshold for inventory and will not appear on your departmental printout.

It is particularly important that these stickers be adhered to items that will be out on loan for home use.

If you require an additional supply of these stickers, please call Inventory Services at 645-2619 to assist you.

- Departments are **required** to periodically spot-check **high-risk items** costing less than \$5,000 to verify their existence and condition. Departments are encouraged to keep an inventory of tagged high-risk items to assist with this periodic review.



Property Removal Authorization Form

**UNIVERSITY AT BUFFALO
THE STATE UNIVERSITY OF NEW YORK**

PROPERTY REMOVAL AUTHORIZATION

The bearer is granted the permission to remove the property described below from the University at Buffalo. Save this authorization form. You may be asked to produce it, along with proper identification, by a University Police Officer. The borrower is responsible for the return of this property in good condition. The items borrowed are job related.
Note: It is not necessary to file this form with Inventory Services. It is up to the department to maintain a record of their equipment on loan.

Purpose: _____
 Name of borrower: _____
 Department: _____ Telephone No.: _____
 Building: _____ Room No.: _____
 Destination of Borrowed Property: _____

 Signature of Borrower Authorized Signature and Title
 (Immed. supervisor at dept. head level or above)

 Date

No.	Asset Number	Description	Manufacturer	Model	Serial #
1					
2					
3					
4					

Property returned in Good condition on: _____
 Received by: _____
 New Campus Building Location: _____ Room No.: _____

 Copy Distribution:
 Original: Retained by Borrower
 Provide photocopies to: University Police

PROPERTY REMOVAL AUTHORIZATION

- All University property removed by faculty, staff, or students for work-related functions must be identified on a Property Removal Authorization Form.
- Equipment transported back and forth (i.e. laptop computers) on a continuous basis must also be identified on a Property Removal Form.

THE BORROWER IS RESPONSIBLE FOR . . .

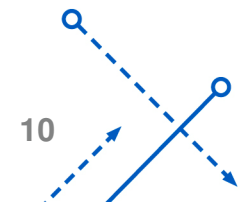
- 1.) Completing the Property Removal Authorization form - The borrower keeps the original copy and provides photocopies to the University Police and the Departmental Inventory Coordinator.
- 2.) Obtaining the signature of their supervisor at the departmental chair level or above.
- 3.) Notifying the Departmental Inventory Coordinator when the item is returned to the department.
- 4.) *Inventory Services **does not** receive a copy.*

THE DEPARTMENTAL INVENTORY COORDINATOR IS RESPONSIBLE FOR . . .

- 1.) Verifying the location of all assets, including those covered by a Property Removal Form, during the annual inventory review.
- 2.) Ensuring that items removed from the campus are tagged with a bar-coded inventory tag or a UB identification tag.
- 3.) Maintaining inventory records noting the appropriate status and location of all assets

INVENTORY SERVICES IS RESPONSIBLE FOR . . .

- 1.) Updating the location of all assets in the Real Asset Management system based on the information provided by the Departmental Inventory Coordinator.



UB SWAP

Just SWAP It!

Internal Supply and Equipment Exchange

<http://www.buffalo.edu/administrative-services/managing-procurement/ub-inventory/ubswap.html>

1. Where do I start?

- ❑ Go to <http://www.buffalo.edu/administrative-services/managing-procurement/ub-inventory/ubswap.html>
- ❑ Log on using your **UBIT** name and password.
- ❑ You may contact CIT at 645-3542 if you do not know your username and password.

The screenshot shows the UB SWAP Home Page. On the left is a navigation menu with links like 'Home Page', 'About SWAP', 'FAQ', 'Contact Us', 'Green of Links', 'Home Page', 'My Account', 'Add a Listing', 'View All', 'External Contact', and 'Send Feedback'. Below the menu is a search box for equipment and supplies. The main content area features a 'Home Page' heading, a 'Just SWAP It!' logo, and buttons for 'About SWAP', 'View All Listings', 'Add a Listing', and 'Instructions'. A disclaimer states: 'This website is available to UB personnel only and is not intended for student use. The items obtained are for work-related purposes and not intended for private use.' A footer note says: '*For campus environmental information, visit UB Green at www.wings.buffalo.edu/ubgreen'.

Add an Item Listing

Listing of Materials certifies agreement with all disclaimers

Add a Listing

Item ID: 206

Item Name: *

Description: *

Category: *

Sub-Category: *

Condition: *Select an Item ...

Quantity: * Unit: Each Unit Price: 0 Amount: 0.00

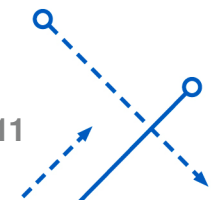
Location of Goods: *224 CROFTS HALL Asset Number: *

Status: OPEN Date Submitted: 01/14/2004

Expiration Date: *04/13/2004

** all fields marked with asterisk are required*


Click here to: [Expand a Category](#)



Physical Removal of Equipment

A GENTLE REMINDER. . .

Please remember that *Inventory Services* **does not** pick up your surplus/ scrap items. Call Customer Service with any questions about removal (phone #71) or 645-2025.



Moving Services will schedule a convenient time for removal upon receipt of the **Disposal Form**. These forms should be mailed to 120 Beane Center or faxed (645-5965) to University Facilities' Customer Service.

INVENTORY PROCEDURES

All procedures, guidelines, and forms can be found at the following web address:

www.buffalo.edu/procurement

(on the left hand side under UB Inventory)

If you need assistance accessing this information, please call Inventory Services at 645-2619. We'll be glad to help you.

Disposal Form

DISPOSAL FORM

SEND OR FAX COMPLETED FORM TO:

- University Facilities Customer Service
250 Winspear or fax 829-2121
- AND
- Inventory Services
224 Crofts Hall or fax 645-6546

Retain a copy in your departmental file for audit purposes and attach a copy to each item.

WORK ORDER # _____
UB Facilities will email the Work Order # to the Requestor. This number must appear on the form attached to the item.

DISPOSAL # _____
Departments may assign their own disposal number.

IT IS ILLEGAL TO REMOVE EQUIPMENT/FURNITURE WITHOUT PROPER FORMS ON FILE.

THIS FORM IS FOR ITEMS IN "POOR" OR "SCRAP" CONDITION.

Date _____

Requestor _____ Email _____ Phone _____
Printtype name

Department _____ Inventory Account # _____

Location for pick up _____
(Different locations require separate forms)

Qty	Asset #	Serial #	Mfr.	Model	Description

The signatures below ascertain that the condition of the above listed items are in "poor" or "scrap" condition and authorizes their disposal. Also, the signatures below certify that the equipment listed is free from any and all radioactive or hazardous materials.

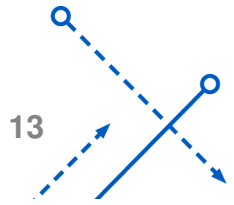
Signature of Dept. Inventory Coordinator _____
 Print/type Inventory Coordinator name _____
 Email address _____

Signature of Department Head _____
 Print/type Department Head name _____

This form must contain two separate authorized signatures as indicated.

Disposal is handled through University Facilities. For questions regarding pickup, call University Facilities at 829-2264. To learn more about equipment disposal or UB SWAP, call Inventory Services at 645-2619 or visit <http://www.buffalo.edu/administrative-services/managing-procurement/ub-inventory.html>.

Inventory Services Revised 02/2015



Authorized Signatures Form

UB
University at Buffalo
The State University of New York
Inventory Services
Procurement Services

To: Inventory Services
224 Crofts Hall

From: _____
(print name here)
Department Chair Signature of Department Chair

Re: Authorized Signatures

Until further notice, the following person(s) have signatory authorization for the following form:

"DISPOSAL FORM" (items in 'poor' or 'scrap' condition)

Department: _____

Account Number: _____

Date: _____

Name(s): (please print or type)	Signature(s):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: This authorization form *should be updated as changes in designees occur.*

Inventory Services
224 Crofts Hall, Buffalo, NY 14260-7013
Tel: (716) 645-2619 Fax: (716) 645-3460 Web: www.buffalo.edu/procurement

Inventory Data Change Form

INVENTORY DATA CHANGE FORM

THIS ASSET IS ON THE INVENTORY PRINTOUT. PLEASE UPDATE THE DATA NOTED BELOW.

- A. Fill in all information in the enclosed box.
- B. **IF CHANGING DATA**, fill in the data for only those fields you want changed.
- C. **IF ADDING MISSING DATA**, fill in only the required data to the right of the word, "TO".
- D. Return this form to Inventory Services, 224 Crofts Hall, North Campus.

APPLICABLE ASSET # **03** _____

NAME OF PERSON REQUESTING CHANGE _____

TELEPHONE _____ DEPARTMENT _____

LOCATION _____ DATE _____

DEPARTMENTAL INVENTORY PAGE # _____

1. BUILDING FROM _____ TO _____
2. ROOM NUMBER FROM _____ TO _____
3. DEPARTMENT ACCOUNT # FROM _____ TO _____
4. SOURCE OF FUNDING FROM _____ TO _____
5. GRANT # (RF ASSETS ONLY) FROM _____ TO _____
6. CONDITION FROM _____ TO _____
7. STATUS FROM _____ TO _____
8. ORIGINAL COST FROM _____ TO _____
9. MANUFACTURER FROM _____ TO _____
10. MODEL # FROM _____ TO _____
11. SERIAL # FROM _____ TO _____
12. YEAR ASSET ACQUIRED FROM _____ TO _____
13. ADDITIONAL INFORMATION OR CHANGES YOU WOULD LIKE RECORDED CONCERNING THIS ASSET

FUNDING:

- | | |
|---|---|
| 01-Capital | 10-On Loan to the University (State, RF, UBF) |
| 02-Inter-Campus Transfers | 11-ASC-State Owned |
| 03-State Operating (OTPS) | 12-TELP (Cap. Lease) |
| 04-DASNY Bonds | 13-COPS/IPF-Capital Lease |
| 05-Faculty Student Association | 14-Dormitory Operating/IFR |
| 06-Research Foundation | 15-UB Foundation |
| 07-Gift | 16-Hospital Operating/IFR |
| 08-Income Reimbursable IFR | 17-Dormitory Authority Replacement |
| 09-Mixed Source of Funds (Presumably State) | |

CONDITION:

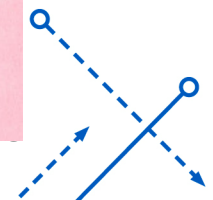
- E=EXCELLENT (NEW and/or unused equipment.)
 G=GOOD (USED equipment that has not deteriorated in condition or appearance; can be used without repair.)
 F=FAIR (USED equipment that has deteriorated in condition and/or appearance; can be used, but may require minor repairs or renovation)
 P=POOR (USED equipment that has deteriorated in condition and/or appearance and which may require major repairs or renovation.)

STATUS:

- | | |
|------------------------------|-------------------------------|
| 01-In Use | 08-Shared Utilization |
| 02-On Loan-Out | 09-Excess To Needs |
| 03-In Storage | 10-Loan-In |
| 04-Surplus-University Wide | 11-Leased Equipment-Operating |
| 05-Under Repair | 12-Obsolete-In Use |
| 06-Not In Use-Planned Repair | 13-Re-Inventory |
| 07-Antique and/or Artwork | |

Statues Used At The Time Of Disposition

- A-Transfer
 B-Surplus
 E-Scrap
 F-Lost
 H-Trade-In
 J-Pilferage (Stolen)
 K-Obsolescence
 L-Cannibalized For Parts
 P-Transferred from State control (used to identify assets such as those which are authorized to be taken by a researcher when State service is terminated or when sponsor-owned equipment is returned to the sponsor.)
 S-Campus Disposal



Requirements for Hazardous Waste Removal

JUST A REMINDER FOR HAZARDOUS WASTE

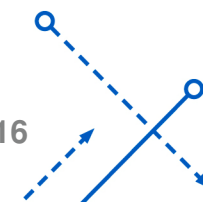
It is the responsibility of the department to:

- Insure that the equipment is free of any and all radioactive or hazardous materials.
- Complete the Equipment Release Certification which is required for disposal of all Lab equipment and other items such as freezers.

<http://www.buffalo.edu/content/dam/www/facilities/ehs/forms/Equipment%20Release/Lab%20Equipment%20Release%20Form%20EC-1.pdf>
When using Facilities website directly, go to Find Forms (top right) > Lab Safety > Equipment Release Certification

- Complete the UB disposal form
- Fax both forms to UB facilities at 645-5965
- Call UB Facilities at 645-2025 to place a work order to have the item picked up.
- Have all miscellaneous non-related items found in or on the equipment removed, secure any parts for copiers and duplicators, drain any reservoir, and remove any liquid ink and/or chemicals.
- Call Customer Service for guidance on the procedure to have equipment that is too large or affixed to the building disassembled or disconnected.

Using these procedures will assist in the timely removal and disposal of the equipment



Department Changes for Inventory Form

DEPARTMENT CHANGES FOR INVENTORY

Please **check** if you are changing Inventory Coordinator or Department Head.

NEW *INVENTORY COORDINATOR*: NEW *DEPT. HEAD*:

NAME _____

DEPARTMENT _____

INVENTORY ACCOUNT NUMBER _____

BUILDING _____ ROOM _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

DATE _____ Signature _____

Mail to: Inventory Services, 224 Crofts Hall
OR
Call: 645-2619

Information on Gifts and Transferring Equipment

GIFTS AND DONATIONS

When an item is donated to the University, the item must be formally accepted by the UB Foundation.

The department receiving the gift should:

- Contact UB Foundation and provide the following information:
 1. approximate market value of the gift
 2. a general description of the gift
 3. restrictions attached to the gift
 4. correspondence or documents from the donor or estate attorney

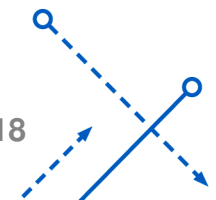
A special note from Inventory Services:

Project Directors intending to transfer to another institution, and wishing to transfer equipment purchased with grant funds should notify Inventory Services in writing of the intended transfer, listing all grant numbers, along with the name and address of the new institution. The date of the intended transfer should also be noted.

Inventory Services will prepare the required Research Foundation transfer form for review and approval by the Department Chair, Dean, and RF Operations Manager or designee.

Questions regarding transfers should be directed to Nicole Mayer, Inventory Services, at 645-2619, or via e-mail: nmayer@buffalo.edu

**** PLEASE NOTE: Equipment may not be removed until all University approvals have been obtained. ****



Information on Unaccountable Equipment and Stolen Assets

UNACCOUNTABLE EQUIPMENT

If you are unable to locate an asset listed on your inventory . . .

1. Check other locations within your department to determine if the asset has been moved to a 'new' location.
2. Check your department's Property Removal file to see if it is out on loan.
3. Check with other faculty or staff members.

If you still cannot locate the asset, report it as "unaccountable" to Inventory Services, and we will update its status.

STOLEN ASSETS

When equipment is stolen . . .

- 1.) Contact University Police immediately at 645-2228. A police officer will obtain data on the missing property, and the circumstances surrounding its disappearance.
- 2.) Have available:
 - **Description of equipment**
 - **Asset # (if recorded on inventory)**
 - **Manufacturer & model**
 - **Serial #**
 - **Original cost**
- 3.) A copy of the police officer's report will be sent to Inventory Services. We will then retire the asset from the department's Inventory.

Request for Inventory Training Form

- Administrative Services Gateway
 - Procurement request for training

REQUEST FOR INVENTORY TRAINING

I am a new Inventory Coordinator or someone who would like a little refresher in Inventory procedures.

Please contact us to set up a time that would be convenient.

Name: _____

Department: _____

Department Account #: _____

Telephone #: _____

E-mail address: _____

Return to: Inventory Services, 224 Crofts Hall

Please contact Inventory Services with questions:

(716) 645-2619

Administrative Services Gateway

Serving all your human resources, business and financial needs

SEARCH

INFO FOR: Suppliers

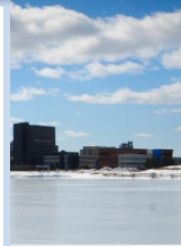
HR For Faculty and Staff | Managing People | Managing Procurement | Managing Money | Forms | UB Policies



- Getting Started in Managing Procurement
- UB Procurement Guidelines and Policies
- Find Commonly Purchased Goods and Services
- Using University Space and Facilities
- Electronic Procurement (eProcurement)
- Procurement Card (PCard) Program
- Electronic Requisition (eReq)
- Special Purchasing Needs
- Receive and Pay for Goods and Services
- UB Inventory**
- Find a Procurement Expert
- Procurement FAQs
- Managing Procurement Index

Related Links

> Traveling for Business



[SIRI](#) [eReq](#)
[ePTF](#) [UB EDGE](#)

[Find a Job at UB >](#)
[Travel for Business >](#)
[Contact an Expert Buyer >](#)

Announcements

- 2/20/17 2016-17 Fiscal Year End Cutoff Dates
- 2/17/17 Update to Retirement Plan Investment Providers
- 2/17/17 Prepare for Statewide Financial System Shutdown

- 2/16/17 T For UB Fac
- 2/7/17 UI Process U
- 2/2/17 Re 2017

> See All

Become a Better Communicator
 10:00 a.m.
 42 Crofts Hall, North Campus

> for UB Business Day 2017

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Find a Job at UB

Use the UBJobs Application to Search and Apply For Jobs, Discover What the Buffalo-Niagara Region Offers, Browse Our World-Class Benefits, Explore Our Campuses

Getting Started at UB

Be Prepared for Your First Day, Getting Around Campus, Attend Orientations, Connect to UB, Get Your UBCard

Managing My Benefits

My Benefits – Health, Retirement, Education, Flex Spending, Planning My State Retirement, HR Forms

Payroll and My Time

State Payroll Self-Service, SUNY HR Portal for State Employees, UB Holiday Calendar, My Paycheck, Time Sheets and Accrual Rates, Leaves of Absence, College Work-Study Time Sheets, HR Forms, Time Sheets for State Student Assistants

Traveling for Business

Travel Guidelines, Allowable Mileage and Per Diem Expenses, Reimbursement for Business and Travel

Getting Reimbursed

Reimbursement or Advance Payment (RAP) Request Form, Tax Forms

Purchasing Goods and Services

Find a Procurement Expert, Purchase

Getting Help

- > Customer Service for HR
- > Work and Life Balance
- > Your Learning and Development
- > Employee Assistance
- > Find a Business Travel Expert

WE'RE LISTENING!
 Your input is vital to the

QUESTIONS?

Nicole Mayer
Inventory Manager

Inventory Services

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Phone: (716) 645-4556

Email: nmayer@buffalo.edu

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 **University at Buffalo** The State University of New York