The UNM Inventory Assistant can be accessed though a tile on the University’s myUNM page. The AppTree-UNM Inventory Assistant tile will be the starting point for the Inventory Assistant.

The Inventory Assistant is used by University departments to conduct the annual physical inventory of computers, drones and capitalized equipment as required by New Mexico State statute and by the Federal Government. The UNM Inventory Assistant can also be used to Transfer an Asset, Dispose of an Asset, Check out an Asset and Find an Asset.

The Inventory Assistant is designed in an app format and uses conversations to create transactions that are routed through workflows for approvals. Department Inventory Contacts (IC) will start a conversation. Upon completion by the Inventory Contact the transaction will route to the Department Dean, Director or Chair (DDC) for approval. The transaction will then route to additional offices including Inventory Control for review.

The three dots in the lower right corner are used for selecting the Inventory Assistant for production.

The question mark is used to access the Help Assistant to setup a mobile device such as a smart phone or tablet.

The plus sign is used to start a new conversation.
Note: Multiple assets can be added to the Surplus Property transaction. Submit separate requests for tagged versus non-tagged assets such as keyboards.

Select Explain why your department will not use this asset anymore. Provide a business purpose for the surplus disposal. Press enter or select the blue icon.

Select Provide Pickup/Delivery Instructions. Press enter.
An asset SURPLUS request requires your approval

Surplus Request

<table>
<thead>
<tr>
<th>ID</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested</td>
<td>08/17/20</td>
</tr>
<tr>
<td>Submitted By</td>
<td><a href="mailto:pburwinkle@unm.edu">pburwinkle@unm.edu</a></td>
</tr>
<tr>
<td>Justification</td>
<td>Old equipment no longer used by department</td>
</tr>
<tr>
<td>Pick-Up</td>
<td>ADC66 - 1771 Sigma Chi - General</td>
</tr>
</tbody>
</table>

Note: for capitalized assets with an adjusted cost greater than $10,000 or net book value (NBV) is greater than zero, at the time of the surplus request, a justification memo will need to be attached. The final page of this document is a sample of a justification memo.

Select Submit this surplus request

The Inventory Assistant will route this transaction to Surplus Property for review. DDC approval may be required if adjusted cost is greater than $10,000 or NBV is greater than zero. These assets also require Board of Regents approval.

Note that either Surplus Property or the DDC can return the transaction for additional information, reject the transaction or approve the transaction.

UNM INVENTORY ASSISTANT

An email notification will be sent from the Inventory Assistant notifying the Inventory Contact, the DDC and the core offices that a transaction requires their review.

Approval by the Inventory Contact is required for surplus request made for asset owned by department 480A. Submitted by Patrick Burwinkle on 08/17/20 at 11:43 AM for N00065856 - Laptop/Latitude7490 Click here to view
Disposition of Surplus Property – UNM Tag #214638

August 29, 2018

To: Marcos Roybal

From: UNM Mailing Systems

Subject: Vehicle Disposition

Dear Mr. Roybal:

UNM Tag #214368 (Dodge Van B1500) was purchased on February 15, 1996 by UNM Mailing Systems for $14,690. The vehicle was used for mail and parcel delivery throughout the UNM Campus and has a net book value (NBV) of $0. The vehicle has had extremely high maintenance costs throughout the past five years and is no longer used due to improved route efficiency.

We believe our decision to send this vehicle to UNM Surplus Property surplus will result in monthly cost savings, which include insurance expenses, fuel expenses, and the aforementioned repair and maintenance expenses. Thank you for your consideration.

Sincerely,

Norris Cam
Supervisor (Incoming/Outgoing Mail)