EXPLANATION OF CODES

ACQUIRED NEW (P-1) – This is to be used to describe all items of equipment, which are new purchases and do not appear on the attached Department Equipment Listing. Do not include acquisitions having a unit value of $499.99 or less, except “high theft potential” items as described on the attached letter.

TRANSFERRED IN (P-3) – This is to be used to describe all items of equipment acquired either from another NIU Department, the NIU Surplus Equipment Pool, or State/Federal surplus Depots which do not appear on the Equipment Listing.

OMITTED (P-10) – This is to be used to describe equipment items not appearing on the Equipment Listing that were either received as gifts or were found during inventory and were previously declared as missing (not found). Do not include items having a unit value of $499.99 or less except for “high theft potential” items. Gifts to the university are to be reported promptly to the NIU Foundation office.

TRANSFERRED OUT (M-2) – This is to be used to describe items of equipment appearing on the Equipment Listing that were either transferred to another NIU Department or transferred to the NIU Surplus Equipment Pool. In the space provided, give date and location to which equipment was transferred.

MISSING (M-5) – This is to be used to describe items of equipment appearing on the Equipment Listing that you are unable to locate and/or you have no knowledge of their disposition.

OTHER (M-8) – This is to be used to describe items of equipment appearing on the Equipment Listing which have been reported to the NIU police as stolen, items of equipment currently located in another area that remains your responsibility, and items of equipment “on loan” to another department. Regarding equipment known to have been stolen, note such in the space provided giving date of theft. In addition, submit to Property Control a copy of the memo that notified the NIU Police Department of the theft or a memo stating the equipment was stolen.

(NOTE: The NIU Police must be notified of all thefts.)