CAM has barcode scanners available for use when inventorying your equipment. For more information or to check out a scanner, contact CAM at 884-6081.

Asset records can be updated at any time via the Capital Asset Management section (CAMs) within EBS - Finance. You must have Role 6 – CAM Processor, in EBS - Finance, to edit/update asset records. For more information about Role 6 and the needed ARM form go to https://aissecuritycontact.ais.msu.edu/ARMs/OrganizationCAMProcessor.pdf

You can submit your department’s physical inventory in one of two ways.

Option 1: Submit your equipment inventory and update asset records by using the Annual Asset Reporting Template (http://usd.msu.edu/files/documents/annual-asset-reporting-template.xlsx). Open the template and follow the instructions at the top of the template. This is ideal for departments with few assets.

Option 2: Contact CAM to check out a scanner, scan all equipment, and return the scanner. This is ideal for departments with many assets.

For more information about the Annual Physical Inventory and to access forms, go to http://usd.msu.edu/capital-asset-management/about/about-annual-physical-inventory.html

Non-functioning, unused or cannibalized equipment
Do you have equipment that has been stripped of parts, not working, or not being used? Transfer those types of assets to the MSU Surplus Store redeployment or proper disposal. For information on how to transfer an asset to the MSU Surplus Store, go to: http://www.msusurplusstore.com/servlet/Page?template=capitalassets

For a link to the Manual of Business Procedures – Section 224 and more asset information, go to: http://usd.msu.edu/capital-asset-management/index.html