Annual Minor Equipment Inventory Step-by-Step

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How do I access the Minor Equipment Verification Report?

The minor equipment verification report is an online transform: [Click to access the Minor Equipment Verification Report]

Enter your NDUS username and password.

Run your department’s minor equipment inventory listing in PeopleSoft Finance. Step-by-step directions are located on the AM website. Every tag number listed as track/minor needs to be accounted for on your minor equipment verification report. You MUST enter the major tag number assigned to the minor equipment or your report will be sent back. Enter the replacement cost associated with the tag number; this will vary from year-to-year, dependent on the department maintained spreadsheet.
Enter your department number and tab over to the next fillable field. (The Department name will autofill).

Click the gray box “Minor Equipment Verified by”

Enter your NDUS username and password
Enter your title, your e-mail address, and the department head e-mail address. Click “submit to department head.” The minor equipment verification report will be automatically routed to this person for approval once the gray box is selected.

Notes for the departmental inventory coordinator:

1. A separate transform is required for each department you are submitting a minor equipment verification report for. Complete all steps for the first department, close the transform window, access the link again, and complete for the next department. You will receive an e-mail notification when you have successfully submitted to your department head.

2. After the transform is routed to the department head, it cannot be re-routed and is not complete until the department head completes his/her portion. You will receive an e-mail notification when this occurs. If you have not received an e-mail notification that the department head has completed his/her portion, reach out to your department head to verify they have received an e-mail. If they have not, the e-mail address was keyed incorrectly and a new minor equipment verification report will need to be completed.

3. Once the department head has certified the report, you will receive a submission number via e-mail. If you have questions, please reference this submission number and send your question to janelle.mcgarry@und.edu
Departmental Head:

You will receive an automatic e-mail once the departmental inventory coordinator for your department has routed the minor equipment verification report to you for certification.

Click the link, as directed in the e-mail, to open the minor equipment verification report.

Enter your NDUS username and password.

The department information will be complete; verify that this information is accurate.

Click “sign.” Your name and the date/time will be auto populated. Then click “Submit for Processing”
Enter your NDUS username and password.

Your department’s minor equipment verification report is complete. The minor equipment inventory coordinator who completed the initial steps of this form will receive an e-mail that the report has been submitted to asset management with a tracking number. You will receive the same e-mail.

If there are any questions regarding the submission, please e-mail Janelle.mcgarry@und.edu with the tracking number referenced.