



WIREFRASS

GEORGIA TECHNICAL COLLEGE®

Inventory  
Verification  
Process

# Inventory Verification Process

- This is the annual process during which a Custodian/User identifies assets shown on an inventory list and verifies that each item is still in the possession of the College.
- Assets are assigned to a location. A person who occupies that space or a nearby space will check the inventory. There may be several people who use the space and teamwork can be very helpful. The key idea is simply to have someone determine whether an asset is present and provide updates related to an asset.
- A Supervisor/Approver can check the progress or help with completion of the inventory. The Supervisor/Approver does not have to be the actual supervisor but the person assigned to ensure the inventory process is completed.
- Please complete the process within the time frame provided.
- Thanks for doing your part in the process! Questions? Ask [assets@wiregrass.edu](mailto:assets@wiregrass.edu).

# Inventory Verification Process

Go to <https://www.wiregrass.edu/employee-portal>.

MyCampus | About | Donate | Contact

CLASSES & PROGRAMS | ADMISSION & AID | CONTINUING EDUCATION | ADULT ED/GED

WIREGRASS  
GEORGIA TECHNICAL COLLEGE

APPLY

Employee Portal | Wiregrass Geo |

Employee Information in Response to COVID-19

- [IT Frequently Asked Questions](#)
- [HR Guidance for COVID-19 Concerns](#)
- [Georgia Department of Public Health COVID-19 Preparedness & Response](#)
- [COVID-19 Exposure Self-Reporting Form](#)

OKTA Single Sign On Portal

<https://wiregrass.okta.com>

\*Preferred method of accessing the Wiregrass accounts listed below is to use OKTA.\*

Direct Links if Needed:

- [Banner Forms: Single Sign-on \(SSO\)](#)
- [BannerWeb](#)
- [Blackboard](#)
- [IT Self Service Portal](#)
- [Maxient](#)
- [Navigate-Staff](#)
- [WGTC Office 365 Web](#)
- [Wiregrass Assist](#)
- [Wiregrass Assist Annual Budget Request and Approval Process](#)
- [Wiregrass Assist Inventory Verification Instructions PDF format](#)
- [Wiregrass Assist Staff Development Instructional Video](#)

Employee Links

- [Academic Calendar Fall 2020 - Summer 2021](#)
- [Events Calendar Submission Form](#)
- [Faculty Handbook](#)

# Inventory Verification Process

Enter the User Name and Password you use to log in to your computer (single sign on credentials).



**WIREGRASS ASSIST**  
GEORGIA TECHNICAL COLLEGE

User Name

Password

Please use your Windows credentials to log in

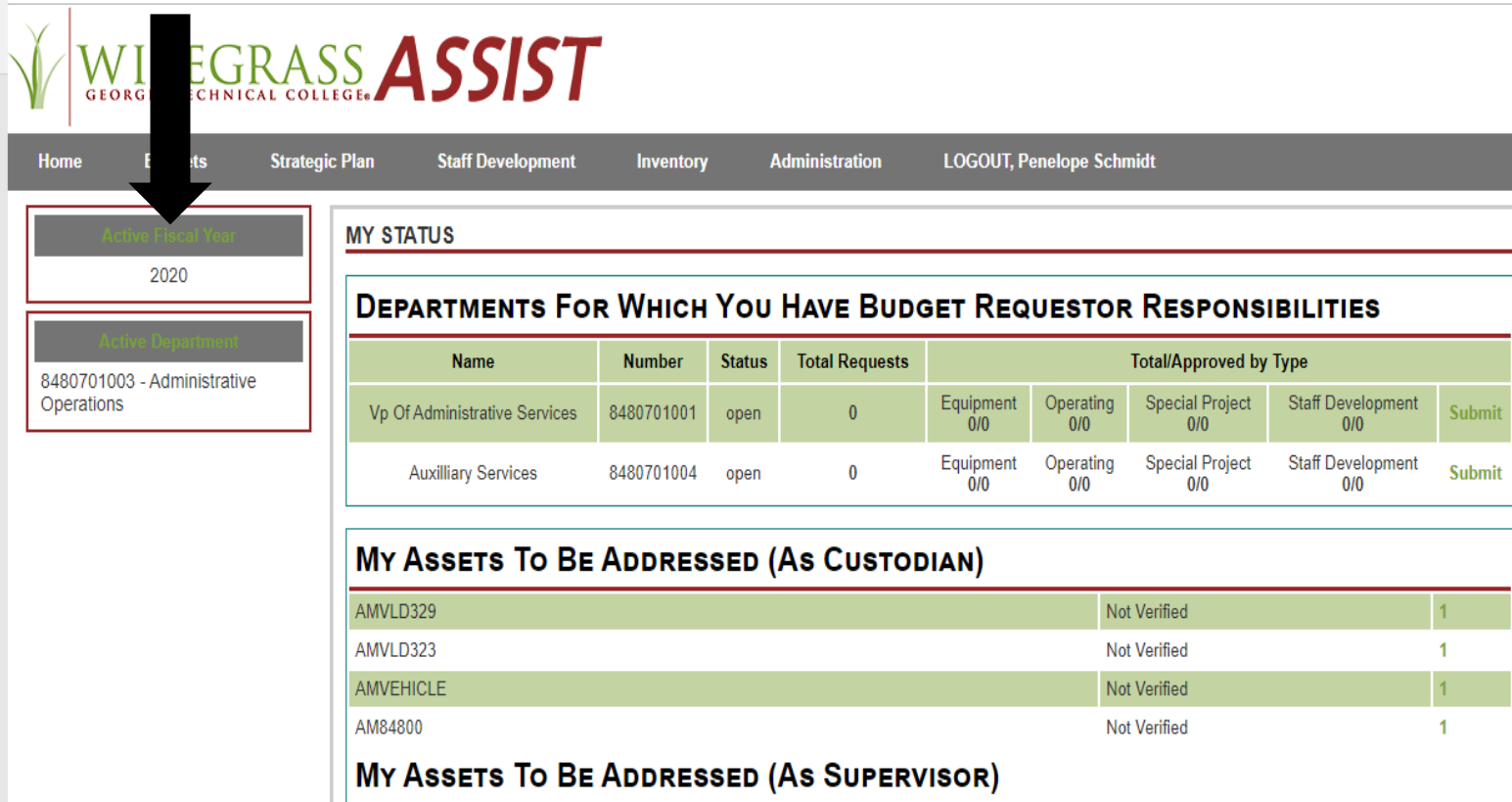
4089 Val Tech Road, Valdosta, GA 31602 | (229) 333-2100 | Copyright © 2019

 An NTS Interactives Application

**WIREGRASS**  
GEORGIA TECHNICAL COLLEGE

# Inventory Verification Process

Use the current Active Fiscal Year. This example shows 2020 and if you need to change the year, click on "Active Fiscal Year" and choose the current Fiscal Year from the drop down box.



**WEGRASS ASSIST**  
GEORGIA TECHNICAL COLLEGE

Home | **Assets** | Strategic Plan | Staff Development | Inventory | Administration | LOGOUT, Penelope Schmidt

**Active Fiscal Year**  
2020

**Active Department**  
8480701003 - Administrative Operations

### MY STATUS

#### DEPARTMENTS FOR WHICH YOU HAVE BUDGET REQUESTOR RESPONSIBILITIES

Name	Number	Status	Total Requests	Total/Approved by Type				Submit
				Equipment	Operating	Special Project	Staff Development	
Vp Of Administrative Services	8480701001	open	0	0/0	0/0	0/0	0/0	Submit
Auxilliary Services	8480701004	open	0	0/0	0/0	0/0	0/0	Submit

#### My ASSETS To BE ADDRESSED (As CUSTODIAN)

AMVLD329	Not Verified	1
AMVLD323	Not Verified	1
AMVEHICLE	Not Verified	1
AM84800	Not Verified	1

#### My ASSETS To BE ADDRESSED (As SUPERVISOR)

# Inventory Verification Process

To get started, hover over "Inventory."

Then click on "Assets as Custodian." Supervisors can choose "Assets as Supervisor" to view the status of assets in their employees' locations.



Home   Budgets   Strategic Plan   Staff Development   **Inventory**   Administration   LOGOUT, Penelope Schmidt

Active Fiscal Year  
2020

Active Department  
8480701003 - Administrative Operations

Instructions

Edit Instructions

**Assets as Custodian**

Assets as Supervisor

All Assets

Reports

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**MY STATUS**

---

DEPARTMENTS FOR				BUDGET REQUESTOR RESPONSIBILITIES				
Name	Requests	Total/Approved by Type				Submit		
Vp Of Administrative Services		Equipment 0/0	Operating 0/0	Special Project 0/0	Staff Development 0/0	Submit		
Auxilliary Services	8480701004 open 0	Equipment 0/0	Operating 0/0	Special Project 0/0	Staff Development 0/0	Submit		

---

**MY ASSETS TO BE ADDRESSED (AS CUSTODIAN)**

AMVLD329	Not Verified	1
AMVLD323	Not Verified	1
AMVEHICLE	Not Verified	1
AM84800	Not Verified	1

---

**MY ASSETS TO BE ADDRESSED (AS SUPERVISOR)**

# Inventory Verification Process

1. Click on "Location" to sort.
2. Click on "Show Printer-Friendly Version" and right click to print.
3. Click "Next" and print any additional pages, if applicable. You may choose to carry a tablet to the locations instead of printing a list.

**WIREGRASS ASSIST**  
GEORGIA TECHNICAL COLLEGE

Home Budgets Strategic Plan Development Inventory Administration LOGOUT, Penelope Schmidt

Show Printer-Friendly Version

INVENTORY AS CUSTODIAN; LAST PEOPLESOFT UPLOAD: 2019-11-07

DOWNLOAD SPREADSHEET

Active Fiscal Year: 2020  
Active Department: 8480701003 - Administrative Operations

Tag Number	Description	Location ↑	Acq. Date	Green Tag	Status	Ins. Type	Options
Serial #	Category	Custodian	Adjusted Cost	Fund Source	Department	Replacement Cost	
21 - 40 of 93 First   < Previous   Next >   Last							
848-413668B	2014 FORD FUSION WHITE	Vehicles	2014-04-16		Not Verified		✓ 🗑️ ✕ 📄
3FA6P0G79ER322576		Schmidt, Penelope	\$17,612.00	60001	8480701001	\$0.00	
848B414654	2019 FORD F250	Vehicles	2019-02-28		Not Verified		✓ 🗑️ ✕ 📄
1FT7X2A62KEE25623		Schmidt, Penelope	\$27,992.00	60001	8480101008	\$0.00	
848-414095	2017 Ford Focus	Vehicles	2017-06-26		Not Verified		✓ 🗑️ ✕ 📄

# Inventory Verification Process

Look for the assets on your list. Then click on the check mark to confirm/verify that the asset was in that location.



Home   Budgets   Strategic Plan   Staff Development   **Inventory**   Administration   LOGOUT, Penelope Schmidt

Show Printer-Friendly Version

Active Fiscal Year: 2020

Active Department: 8480701003 - Administrative Operations

**INVENTORY AS CUSTODIAN; LAST PEOPLESOFT UPLOAD: 2019-11-07**   [DOWNLOAD SPREADSHEET](#)

Search

Tag Number	Description	Location ↑	Acq. Date	Green Tag	Status	Ins. Type	Options
Serial #	Category	Custodian	Adjusted Cost	Fund Source	Department	Replacement Cost	
21 - 40 of 92   First   < Previous   Next >   Last							
GA9010807	TRUCK, PICKUP, FULL-SIZE F250	Vehicles	1999-04-05		Not Verified		✓ ✕ 🗑️ 📄
1FTRF27W1XNB86060		Schmidt, Penelope	\$15,806.00	60001	8480101008	\$0.00	
848B414107	2018 Ford Transit Connect Carg	Vehicles	2018-05-30		Not Verified		✓ ✕ 🗑️ 📄
		Schmidt, Penelope	\$20,677.00	60001	8480101008	\$0.00	
848-413803B	KIA OPTIMA DRIVERS ED	Vehicles	2015-08-21		Not Verified		✓ ✕ 🗑️ 📄
5499		Schmidt, Penelope	\$17,990.10	96515	8480209001	\$0.00	

[Add Small Asset](#)



# Inventory Verification Process

When you click the check mark to confirm/verify an asset, the color of the row will change and you will see a new symbol - an arrow. Click the arrow if you mistakenly confirmed the asset.



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Show Printer-Friendly Version

Active Fiscal Year: 2020

Active Department: 8480701003 - Administrative Operations

INVENTORY AS CUSTODIAN; LAST PEOPLESOFT UPLOAD: 2019-11-07

DOWNLOAD SPREADSHEET

Search

Tag Number	Description	Location ↑	Acq. Date	Green Tag	Status	Ins. Type	Options
Serial #	Category	Custodian	Adjusted Cost	Fund Source	Department	Replacement Cost	
848-413668B	2014 FORD FUSION WHITE	Vehicles	2014-04-16				↻ ✓ 🗑️ ✖️ 📄
3FA6P0G79ER322576		Schmidt, Penelope	\$17,612.00	60001	8480701001	\$0.00	
848B414656	2019 DODGE CARAVAN #1051	Vehicles	2019-04-17		Not Verified		✓ 🗑️ ✖️ 📄
2C4RDGBG8KR654833		Schmidt, Penelope	\$27,650.00	60001	8480101008	\$0.00	
848-414095	2017 Ford Focus	Vehicles	2017-06-26		Not Verified		✓ 🗑️ ✖️ 📄
1FADP3F20HL286780		Schmidt, Penelope	\$17,065.00	60001	8480701001	\$0.00	

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Add Small Asset

# Inventory Verification Process

If the asset was not there, click on the tool icon.



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**INVENTORY AS CUSTODIAN; LAST PEOPLESOFT UPLOAD: 2019-11-07**   [DOWNLOAD READSHEET](#)

Active Fiscal Year: 2020

Active Department: 8480701003 - Administrative Operations

Tag Number	Description	Location ↑	Acq. Date	Green Tag	Status	Ins. Type	Options
Serial #	Category	Custodian	Adjusted Cost	Fund Source	Department	Replacement Cost	
GA9010807	TRUCK, PICKUP, FULL-SIZE F250	Vehicles	1999-04-05		Not Verified		✓ ✕ 🗑️ 📄
1FTRF27W1XNB86060		Schmidt, Penelope	\$15,806.00	60001	8480101008	\$0.00	
848B414107	2018 Ford Transit Connect Carg	Vehicles	2018-05-30		Not Verified		✓ ✕ 🗑️ 📄
		Schmidt, Penelope	\$20,677.00	60001	8480101008	\$0.00	
848-413803B	KIA OPTIMA DRIVERS ED	Vehicles	2015-08-21		Not Verified		✓ ✕ 🗑️ 📄
5499		Schmidt, Penelope	\$17,990.10	96515	8480209001	\$0.00	

21 - 40 of 92   First | < Previous | Next > | Last

🗑️ All Asset

# Inventory Verification Process

If you know the location, you can change it using the dropdown box in the "Room Number" field. Locations typically include AM, campus, and room (such as AMCOOK102). Verify the asset using the dropdown box in the "Status" field.

If you do not know the location, choose "Not Located Here" in the dropdown box in the "Status" field. **Please do not use "Disposed," "Lost" or "Stolen"** without first discussing it with [assets@wiregrass.edu](mailto:assets@wiregrass.edu). You can choose "Waiting for Surplus" if the asset is something that is no longer needed by the College. Please complete Asset Update Form.



Home   Budgets   Strategic Plan   Staff Development   Inventory   Administration   LOGOUT, Penelope Schmidt

Active Fiscal Year

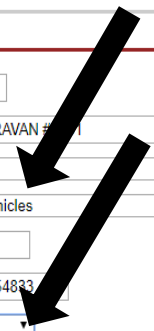
2020

Active Department

8480701003 - Administrative Operations

### ENTER LARGE ASSET

Tag Number	<input type="text" value="848B414656"/>
Description	<input type="text" value="2019 DODGE CARAVAN #"/>
Insurance Type	-- Select --
Room Number	AMVEHICLE - Vehicles
Green Tag	<input type="text"/>
Serial ID	<input type="text" value="2C4RDGBG8KR654833"/>
Status	<ul style="list-style-type: none"><li>Not Verified</li><li>-- Select --</li><li>Disposed</li><li>Green Tag Required</li><li>Lost</li><li><b>Not Located Here</b></li><li>Not Verified</li><li>Stolen</li><li>Verified</li><li>Waiting For Surplus</li></ul>
Replacement Cost	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Submit"/>	



# Inventory Verification Process

If you choose "Waiting for Surplus" status or you need assets moved out of your location, you **must** complete the **Asset Transfer and Update Form** located on the Wiregrass Employee Intranet under Administrative Services Resources in the Asset Form – Transfers and Surplus folder. This is the **only** way to get assets surplus and/or removed from your location. Keep in mind we will be in the peak of completing inventory so we ask that you go ahead and complete form but Do Not submit until after January.

Wiregrass Assist

assist.wiregrass.edu/large/edit/ID/30761

WIREGRASS ASSIST  
GEORGIA TECHNICAL COLLEGE

Home Budgets Strategic Plan Staff Development Inventory Administration LOGOUT, Chymeka Gibbs

2022

**ENTER LARGE ASSET**

Tag Number: 848B414656

Description: 2019 DODGE CARAVAN #1051

Insurance Type: -- Select --

Room Number: AMVEHICLE - Vehicles

Green Tag:

Serial ID: 2C4RDGBG8KR654833

Status: Waiting For Surplus

Replacement Cost: -- Select --

Comments:

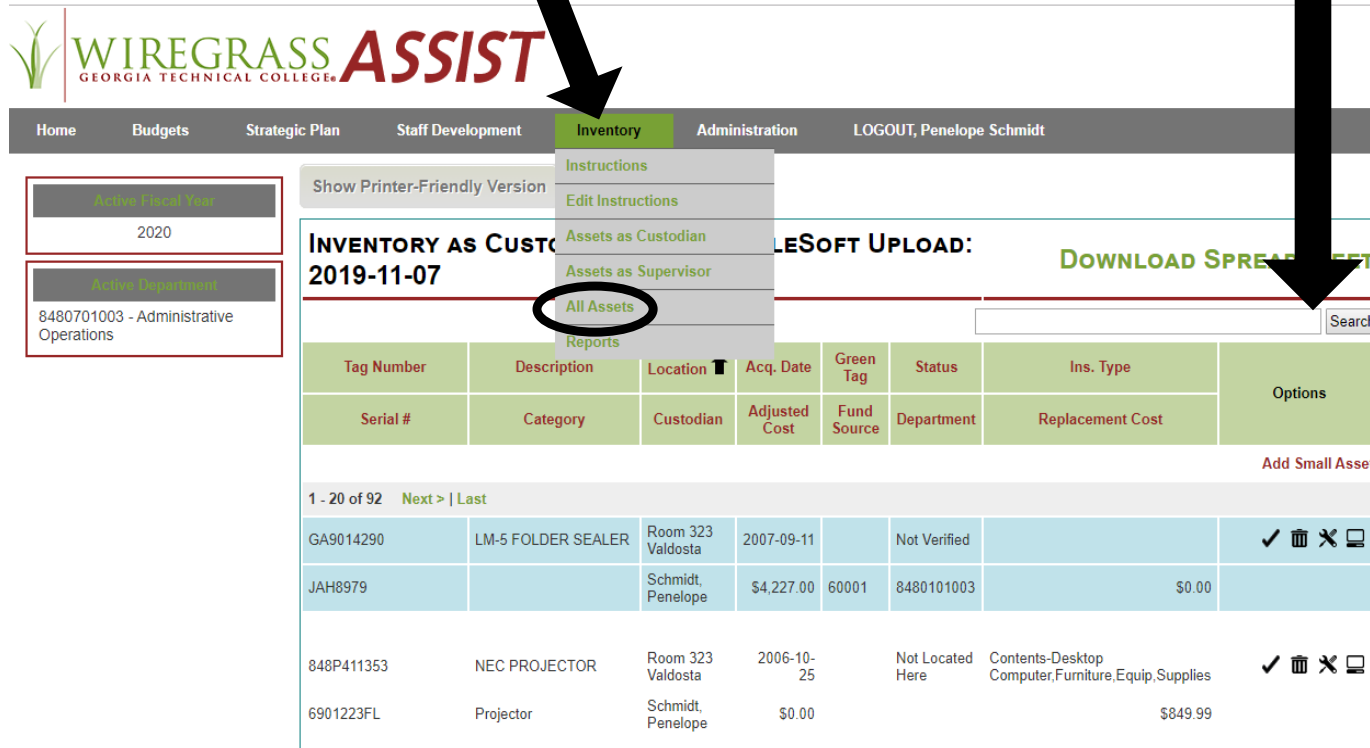
Submit

Waiting For Surplus

# Inventory Verification Process

If assets are in the room but not on your list, hover over "Inventory" and click on "All Assets."

Next, key in the last six numbers of the tag number in the search bar and click "Search." Then change the location and verify its presence as shown in the previous slide.



**WIREGRASS ASSIST**  
GEORGIA TECHNICAL COLLEGE

Home Budgets Strategic Plan Staff Development **Inventory** Administration LOGOUT, Penelope Schmidt

Active Fiscal Year: 2020  
Active Department: 8480701003 - Administrative Operations

Show Printer-Friendly Version

INVENTORY AS CUSTODIAN 2019-11-07

SOFT UPLOAD: DOWNLOAD SPREADSHEET

Search

Tag Number	Description	Location	Acq. Date	Green Tag	Status	Ins. Type	Options
Serial #	Category	Custodian	Adjusted Cost	Fund Source	Department	Replacement Cost	
GA9014290	LM-5 FOLDER SEALER	Room 323 Valdosta	2007-09-11		Not Verified		✓ 🗑️ ✕ 🖨️
JAH8979		Schmidt, Penelope	\$4,227.00	60001	8480101003	\$0.00	
848P411353	NEC PROJECTOR	Room 323 Valdosta	2006-10-25		Not Located Here	Contents-Desktop Computer,Furniture,Equip,Supplies	✓ 🗑️ ✕ 🖨️
6901223FL	Projector	Schmidt, Penelope	\$0.00			\$849.99	

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Add Small Asset

You can also contact [assets@wiregrass.edu](mailto:assets@wiregrass.edu) to help with this.

# Inventory Verification Process

Please check the assets and complete the process during the scheduled time frame.

These instructions along with Key Definitions are also located in Wiregrass Assist under Inventory and click on Instructions.

Feel free to contact [assets@wiregrass.edu](mailto:assets@wiregrass.edu)

if you have any questions.

Wiregrass Assist

assist.wiregrass.edu/asset/instructions

WIREGRASS ASSIST  
GEORGIA TECHNICAL COLLEGE

Home Budgets Strategic Plan Staff Development **Inventory** Administration Staff, Chymeka Gibbs

WIREGRASS ASSIST INVENTORY PROCESS

Inventory verification is the process of checking each asset, and updating the location of each asset. Wiregrass Assist will be used to facilitate the verification.

Inventory verification consists of each Custodian/Supervisor checking each item in the possession of the College. Assets are assigned to a location and a person who occupies that space or a nearby space and who will check the inventory. There may be several people who use the inventory. The Supervisor/Approver does not have to be the actual supervisor but the person assigned to ensure the inventory process is completed.

A Supervisor/Approver can check the process.

INSTRUCTIONS

1. Choose the active fiscal year (2022) on "Active Fiscal Year" and selecting 2022 from the drop-down box and click submit.
2. On the "Inventory" tab, choose "Assets as Supervisor" or "Assets as Custodian" to view assets in their employees' locations.
3. Sort by clicking on "Location" then click on "Show Printer-Friendly Version" at the top left of screen if you want to print. To print any additional pages you will need to click "Next". You may choose to carry a tablet or laptop to the locations instead of printing a list.
4. Check for assets.
5. On the Wiregrass Assist asset list, click on the check mark to confirm/verify that the asset is in the listed location. The color of the row will change and there will be a new symbol (uniform icon) beside the verify check mark. Be aware that the asset may move to the bottom of the full list once you confirm it. Click the arrow if you mistakenly confirmed the asset.
6. If the asset is not in the listed location, click on the tool icon to the right.
7. If you know the location (Room Number), you can change it using the dropdown box in the "Room Number" field then choose "Verified" using the dropdown box in the "Status" field.
8. If you do not know the location, choose "Not Located Here" in the dropdown box in the "Status" field. Do not use "Disposed," "Lost" or "Stolen" without first discussing it with Administrative Services. You can choose "Waiting for Surplus" if the asset is something that is no longer needed by the College.
9. If you choose "Waiting for Surplus" status or you need assets moved out of your location, you must complete the Asset Transfer and Update Form located on the Wiregrass Employee Intranet under Administrative Services Resources in Asset Form - Transfers and Surplus folder. This is the fastest way to get assets surplus and removed from your department. Keep in mind we will be in the peak of completing inventory so ask for your assistance as we process surplus requests in the order in which it was sent.
10. If assets are in the room, but not on your list, PLEASE go to the "Inventory" tab and choose "All Assets." Key in the last six numbers of the tag number in the search bar in the top right corner. Then change the location and verify its presence (see step #5). This is a very important step you can do to help keep our inventory organized.
11. You can also add a small asset if it is not found under "All Assets" but please contact Administrative Services before doing so to avoid possible duplication of assets. Choose "Add Small Asset" near the upper right corner and complete the fields as much as possible.

KEY DEFINITIONS

Active Fiscal Year: Fiscal years run from July 1 to June 30 and are identified by the year in which the June 30 of that period falls. If the current date is June 15, 2018, the active fiscal year is 2018 because the following June 30 will be in 2018. If the current date is July 20, 2018, the active fiscal year is 2019 because the following June 30 will be in 2020.

Custodian/User: The Custodian/User of an asset is the person who is responsible for confirming the asset as current property of the college. This person retains possession of the asset and/or uses the asset in his/her area. The Custodian/User is linked to the location(s).

Inventory Tags (or Asset Tags): Inventory tags are blue, white, yellow, pink, or green bar code stickers attached to assets that identify them as state property. The color of the tag indicates the value of the item (pink, white, yellow, blue) or that it was purchased with federal funds (green). Tag numbers may begin with either 848, 925, or 614 depending on the campus location and the time frame in which the tag was assigned. They may also contain a letter such as "P" for pink tags, "W" for white tags, "Y" for blue tags and/or "G" for green tags.

The color of an asset tag is determined by the cost of the asset.

- <1000 (called a "Small Asset" identified by a pink asset tag)

\$1000 - \$4999 (called a "Large Asset" identified by a white or yellow tag)

<https://assist.wiregrass.edu/asset/instructions>

Thank you for doing your part  
in the annual inventory  
verification process!



**WIREGRASS**

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