



Property Management Office

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TO: All Iact 6730/40 Equipment Purchasers
FROM: Jan Boresi
Assistant Director Property Management Office
DATE: October 1, 2008

Effective July 2008, the Preq has a new Description field to be used in the purchase of equipment and software. As before, requestors continue to have an area to communicate purchase of an item with the vendor. This area may include vendor catalogue numbers that are not relevant for asset description.

#	Act	Qty	UOM	Category	Price	Extension							
1		615.0	Each	42222000 ?	\$ 2669.04000	\$ 1,641,459.60000							
model 8015 PC unit with guardrails wireless software													
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk	amt
676	70	7000	00000	69000000	6730	000	00000	31	0000				\$1641459.600

Note: Asset information must be completed for Equipment Purchases (6730 or 6740).
*Required fields.

*Bldg Abbr:	*UI Room #:	*Description:	*Custodian:
Hospital	Hospital		multiple
*Custodian Dept/SDept:	Trade-In Tag #:	Trade-In Allowance:	Adjustments to Existing Tag #:
700000000			

Because the vendor description may not be useful in describing the resulting asset, a second Description field was added within the asset information area to allow Requestors to communicate asset descriptions to the Property Management Office.

General guidelines for this new Description field are:

- Enter “Noun” “Manufacturer or Model” “Description” where
 - “Noun” is the item being purchased
 - “Manufacturer” or “Model” – based on which is more relevant to identifying the asset.
 - “Description” provides additional specifics concerning what type of item is being purchased
- If there are multiple line items associated with an asset or quantities of the same asset, enter the same description in the Asset Information area for all associated line items.
- Freight does not need a description in the Asset Information Area.

Example:

Requestor is purchasing two types of pumps on a Preq:

- Line 1: Ordering 615 Model 8015 PC unit with guardrails wireless software.

- Line 2: Ordering 100 Syringe and software
- Line 3: Ordering 615 Auto-ID module; software
- Line 4: Ordering 615 Auto-ID module handheld scanner
- Line 5: Implementation charge associated with Model 8015

Line items 1, 3, 4, and 5 are associated, so the asset description for all 4 lines should be the same. In this case, both types of assets are pumps, so additional information concerning model and/or type is necessary to differentiate the two types of assets.

Result:

- Lines 1, 3, and 4 are described as “Pump Control Unit 8015”.
- Line 2 is described as “Pump Syringe 8110”.

If you have questions concerning this field, please call:

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Thank you,
Jan Boresi