# The inventory of equipment

**Frequently Asked Questions (FAQ)**

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<td>What is the inventory of equipment ?</td>
<td>The inventory of equipment is an exhaustive list of tangible and intangible goods:</td>
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<tr>
<td></td>
<td>- which are part of the assets of EPFL,</td>
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<td></td>
<td>- which can be used repeatedly and for which the intended operating life is greater than one year,</td>
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<td>- which have been purchased, received free of charge or built by EPFL,</td>
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<td></td>
<td>- which are renting or lending for a period longer than one year.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
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<tr>
<td>What are the advantages of a good inventory management?</td>
<td>Respecting equipment inventory management rules allows to:</td>
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<td>- meet the legal requirements,</td>
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<td>- facilitate the sharing of equipment,</td>
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<td>- avoid double buying,</td>
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<td>- reduce the risk of equipment theft,</td>
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<td>- better plan equipment renewal,</td>
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<td></td>
<td>- save time and money. The resources saved can be reinvested directly according to the needs of the units.</td>
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<tr>
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<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>What types of goods are subject to inventory?</strong></td>
<td>Equipment must be inventoried as follows:</td>
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<tr>
<td></td>
<td>- scientific machinery and equipment,</td>
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<td>- IT, audio-visual and reprographic equipment,</td>
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<td></td>
<td>- vehicles,</td>
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<td>- machine tools</td>
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<td>- stewardship equipment and real estate equipment</td>
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<td>- technical and scientific infrastructures,</td>
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<td></td>
<td>- Software purchased or developed internally,</td>
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<td></td>
<td>- works of art</td>
</tr>
<tr>
<td><strong>When to create an inventory record?</strong></td>
<td>The inventory is mandatory for all equipment corresponding to the characteristics defined by Directive on Inventories (LEX 5.9.1), after validating the qualitative, quantitative and functional acceptance test.</td>
</tr>
<tr>
<td><strong>How can I inventory a good?</strong></td>
<td>The Inventory Coordinator (or other person authorized by the latter) should create via the SESAME portal an inventory record indicating all data relating to the good as requested by the application.</td>
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<tr>
<td></td>
<td>The inventoried good must be equipped with a label numbered with a barcode and the EPFL logo and must be stuck in a visible manner on the good.</td>
</tr>
<tr>
<td><strong>What is an inventory record?</strong></td>
<td>The inventory record is the document created during an inventoring process, which contains all information needed to manage efficiently the asset.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
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<tr>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>How can I get an inventory label?</strong></td>
<td>When a unit receives a good that should be inventoried, the Inventory Coordinator should request a numbered label via <code>https://support.epfl.ch/epfl?id=epfl_sc_cat_item&amp;sys_id=2bb1e24a8745b810c6eece80cbb35ae</code></td>
</tr>
<tr>
<td><strong>My label is no longer readable or it came off. How can I get a new label with the same number?</strong></td>
<td>When a yellow label needs to be reprinted, please send your requests to <code>sf@epfl.ch</code></td>
</tr>
<tr>
<td><strong>My equipment is composed of several modules. Do I have to create multiple inventory records or can I create a single inventory record?</strong></td>
<td>If the modules can be used independently of each other, then an inventory record must be created for each module according to the mandatory inventory thresholds (LEX 5.9.1). If the modules are usable, only if assembled together, in this case it will be necessary to create a single inventory record and the value to be entered will be the sum of the purchase value of all the modules. In this case, there is the possibility to print several labels with the same inventory number.</td>
</tr>
</tbody>
</table>
| **It is impossible to paste an inventory label on an inventoried device. What should I do?** | When it is not possible to stuck any label to a device, the Inventory Coordinator should create a folder using the following procedure:  
- Notify the EPFL Inventory Coordinator  
- Keep a hard copy of the invoice for the asset concerned  
- Indicate on the invoice the serial number of the property concerned  
- Stuck the numbered label on the copy of the invoice, specifying to which good the label corresponds to  
- Preserve the dossier so that you can easily identify the good during the inventory control or for any need. |
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<tr>
<td>What is the value of the good that must be considered when inventorying equipment?</td>
<td>This refers to the amount of the purchase order, or respectively to the invoice value if different. Any possible reductions, installation costs, delivery costs, customs duties, VAT must be taken into account during the inventory procedure.</td>
</tr>
<tr>
<td>What are the mandatory thresholds for inventorying equipment?</td>
<td><strong>Type of equipment</strong></td>
</tr>
<tr>
<td>1. Desktops, laptops, tablets, servers, workstations (*)</td>
<td>1. Desktops, laptops, tablets, servers, workstations (*) From the first Swiss Franc</td>
</tr>
<tr>
<td>2. Screens, printers, scanners</td>
<td>2. Screens, printers, scanners</td>
</tr>
<tr>
<td>3. Purchased software</td>
<td>3. Purchased software</td>
</tr>
<tr>
<td>4. Software developed by EPFL</td>
<td>4. Software developed by EPFL</td>
</tr>
<tr>
<td>5. Other equipment</td>
<td>5. Other equipment</td>
</tr>
<tr>
<td>(*) Mobile phones are subject to LEX 7.3.1</td>
<td></td>
</tr>
<tr>
<td>My unit has financed the purchase of equipment that is used by another entity (not EPFL). Do I have to inventory it?</td>
<td>Equipment concerned must be inventoried only if the EPFL owns the asset, regardless of the percentage of funding by EPFL.</td>
</tr>
<tr>
<td>My unit is using equipment purchased by another entity (not EPFL). Do I have to inventory it?</td>
<td>Equipment concerned must be inventoried only if the EPFL owns the asset, regardless of its financing. However, the EPFL unit must inventory equipment loaned to EPFL for a period of more than one year. In this case, it will be necessary to specify in the inventory record that it is an equipment on loan and the asset owner.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>My unit received equipment through a donation, should I inventory it ?</td>
<td>If a unit receives a good in the form of a donation and the asset should be inventoried according to the Directive on Inventories (LEX 5.9.1.), but the market value of equipment is not clearly identifiable, the Head of unit must contact the Faculty Infrastructures Coordinator or the Faculty IT Coordinator (if it is an IT asset) to determine the market value of the good. If this value is equal to or greater than the mandatory thresholds defined by Directive on Inventories (LEX 5.9.1.), then the asset must be inventoried at market value.</td>
</tr>
<tr>
<td>Who can create an inventory record and for which unit ?</td>
<td>The Inventory Coordinator, appointed by the Head of unit, can perform an inventory only for the units for which he has this right. The Inventory Coordinator may authorize others to perform the tasks relating to the proper management of the unit’s inventory (in this case the Inventory Coordinator should send an email to <a href="mailto:sf@epfl.ch">sf@epfl.ch</a> with the name of the appointed collaborator and specifying for which unit this right must be given).</td>
</tr>
<tr>
<td>When must the inventory be controlled ?</td>
<td>Any request for authorization for the management of the inventory must be sent to <a href="mailto:sf@epfl.ch">sf@epfl.ch</a>. The official inventory control is carried out at least once a year and is initiated by the EPFL Inventory Coordinator. The dates for the control will be established in discussion with the Faculty / College (or other Level 2 Entity) Infrastructures Coordinator and will be communicated in advance.</td>
</tr>
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</table>
### Question: Who should control the inventory?

The Inventory Coordinator has to execute the inventory control of the unit for which he was appointed. The Assistants to the Inventory Coordinator and all EPFL employees are required to report all information relating to equipment necessary for an efficient management (e.g. dysfunction, moving, disappearance, theft, etc.).

### Question: What should I do if during the inventory control I do not physically find equipment that the database assigned to my unit?

In this case, it will be necessary to update the inventory record of equipment concerned and change the status by using the mention "cannot be found".

### Question: When to take equipment out of the inventory?

An inventory write-off must be carried out if equipment is no longer used and is not stored at EPFL.

### Question: What are the priorities to be respected during an inventory write-off?

1. Redeployment to another EPFL Unit
2. Re-sale to a non-profit making public institution, to an EPFL employee or student
3. Re-sale to a start-up or third party
4. Donation
5. Disposal

### Question: Who can execute an inventory write-off?

The Faculty Infrastructures Coordinator and the CRI (IT assets) execute the equipment inventory write-off, following the request of the Inventory Coordinator, after the validation of the Head of unit.
Questions

What is the approval workflow during an inventory write-off, excluding IT equipment?

Answer

Removal from the inventory (excluding IT equipment)

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<th>Unit Inventory Coordinator</th>
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<tr>
<td>Faculty Infrastructures Coordinator</td>
<td>2nd Validation**</td>
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<td></td>
<td>Execution of removal from the inventory</td>
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* Or any other person appointed by a level 2 Entities
** All validations of the removal from the inventory with an acquisition value equal to or exceeding CHF 50’000 must first be approved by the EPFL Inventory Coordinator
Questions

What is the approval workflow during an inventory write-off, concerning IT equipment?

Answer

Removal from the inventory – IT equipment

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<tr>
<td>Head of Unit</td>
<td>1st Validation</td>
</tr>
<tr>
<td>CNI</td>
<td>Execution of removal from the inventory</td>
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When a good with a purchase value of CHF 50,000 or more has to be removed from the inventory, the Faculty Infrastructures Coordinator (excluding IT equipment) shall submit a proposal for removal from the inventory to the EPFL Inventory Coordinator, who will analyse and validate the proposal in cooperation with the services concerned (notably ECO for scientific equipment).

The Head of unit must respect the following restrictions in the case of removal from the inventory (IT equipment excluded):

- Acknowledgement of any possible restrictions regarding re-sale or export;
- Protection of the environment and decontamination of equipment if necessary, according to the Swiss laws;
- Cancellation of any maintenance contracts;
- Immediate notification to the DSPS in the case of equipment theft.

What are the constraints to respect during an inventory write-off?

24.03.2022
**Question**

Why is the exchange platform useful?

**Answer**

The exchange platform is a feature of the inventory application where each EPFL unit can show equipment that the unit wishes to donate, exchange or sell to other EPFL units.

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**Questions**

What is the approval workflow during an equipment transfer between 2 cost centres, excluding IT equipment?

**Answer**

* Or any other person appointed by a level 2 Unit, for the ENT (ENT-E, ENT-I, ENT-R) and the Vice Presidencies

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**Equipment transfer between units**

**Phase**

1. Request of equipment transfer
2. 1st Validation
3. 2nd Validation
4. 3rd Validation

---

* Or any other person appointed by a level 2 Unit, for the ENT (ENT-E, ENT-I, ENT-R) and the Vice Presidencies
Questions

What is the approval workflow during an equipment transfer between 2 cost centres, concerning IT equipment?

Answer

### Equipment transfer between units (IT equipment)

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</tr>
<tr>
<td>Head of accepting unit</td>
<td>2nd Validation</td>
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**Question**

Who to contact if I have to make a lot of changes to my inventory database (transfer between cost centres, location editing or inventory write-off concerning many goods)?

**Answer**

In this case, please send your requests to sf@epfl.ch

**Question**

I am an Inventory Coordinator, what should I do for the equipment inventory?

**Answer**

The Inventory Coordinator performs the inventorying of the unit for which he was appointed. The Inventory Coordinator is required to:
- Check the data accuracy concerning all the inventory records.
- Perform the annual inventory control of his unit according to the enacted rules.
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<tr>
<td>I am a Faculty Infrastructures Coordinator, what should I do for the</td>
<td>The Faculty Infrastructures Coordinator is responsible for:</td>
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<td>equipment inventory?</td>
<td>- Answer any questions from the Inventory Coordinators in his School.</td>
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<td></td>
<td>- Make sure with the EPFL Inventory Coordinator that the annual inventory control is carried out in his School.</td>
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<td></td>
<td>- Check and validate the requests for the equipment write-off (excluding IT equipment), made by the Inventory Coordinators and approved by the Head of units.</td>
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<td>- Request validation from the Head of the ECO unit concerning the inventory write-off demand for goods with a purchase value equal to or greater than CHF 50,000.</td>
</tr>
<tr>
<td>I am a Faculty IT Coordinator, what should I do for the equipment</td>
<td>The Faculty IT Coordinator is required to support the Inventory Coordinator during the annual inventory control (IT assets).</td>
</tr>
<tr>
<td>inventory?</td>
<td>The Faculty IT Coordinator is responsible for answering questions that employees may have in his School regarding the inventory process for IT equipment.</td>
</tr>
<tr>
<td>I am an EPFL collaborator, what can I do for the equipment inventory?</td>
<td>All EPFL employees are required to report all information relating to equipment (e.g. disappearance, malfunction, moving, theft, etc.).</td>
</tr>
<tr>
<td>What value can be applied when selling inventoried equipment?</td>
<td>When selling an inventoried good, the market value must be applied. If this value cannot be determined (absence of market for use in determining the value of the equipment), the approximate value of the item shall be determined by applying a yearly depreciation of 10% to the original acquisition value.</td>
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<tr>
<td>Question</td>
<td>Answer</td>
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<tr>
<td>Who can decide the selling price of inventoried equipment?</td>
<td>Decision-making powers for determining the selling price are as follows:</td>
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<td></td>
<td>- All equipment with an acquisition value of below CHF 50’000: Head of unit and Faculty Infrastructures Coordinator;</td>
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<tr>
<td></td>
<td>- All equipment with an acquisition value equal to or exceeding CHF 50’000: EPFL Inventory Coordinator and the Head of the ECO unit.</td>
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<td>What is the allocation method concerning the sale profit resulting from a</td>
<td>The proceeds of the net re-sale will be attributed as follows:</td>
</tr>
<tr>
<td>resale inventoried equipment (excluding IT equipment)?</td>
<td>- If the acquisition value is below CHF 50’000: the proceeds of the re-sale shall be attributed to the fund specified by the Unit responsible for the equipment sold.</td>
</tr>
<tr>
<td></td>
<td>- If the acquisition value is equal to or exceeds CHF 50’000: 50% of the proceeds of the re-sale shall be attributed to the central fund of the VPR dedicated to the acquisition of scientific equipment, and 50% shall be attributed to the fund specified by the Unit responsible for the equipment sold.</td>
</tr>
<tr>
<td>How can I buy IT equipment inventoried by EPFL?</td>
<td>All EPFL employees or students who wish to purchase IT equipment, inventoried by EPFL, can send a request for acquisition to the CRI via the ServiceNow application.</td>
</tr>
<tr>
<td>Who can I contact if I have questions about the inventory or if I need</td>
<td>If you need support, please send your requests to 1234 or <a href="mailto:sf@epfl.ch">sf@epfl.ch</a></td>
</tr>
<tr>
<td>support?</td>
<td></td>
</tr>
<tr>
<td>Where can I find additional information about the inventory?</td>
<td>Please visit the EPFL Accounting Service website <a href="https://www.epfl.ch/campus/services/en/inventory/">https://www.epfl.ch/campus/services/en/inventory/</a></td>
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</tbody>
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