

LUNA COMMUNITY COLLEGE FIXED ASSETS SERVICES

The College is in need of comprehensive fixed asset services. On September 28, 2016 Purchasing Director was asked to search for companies that provide the services needed. Per the Purchasing officer, the companies identified did not provide on-site conducting of physical inventory of all properties and other reconciliation related services Evelyn Montoya was able to find one, Asset Services Inc..

SCOPE

Conduct a physical inventory

Create a database of the physical inventory identifying them by category

Re-Tag all assets

Capture all pertinent data such as description, facility./location, room Mfg., model, serial number, existing tag number, etc.

Capture this at four locations, Las Vegas, Santa Rosa, Springer and Mora, New Mexico

Date reconciliation with various manual and automated LCC systems

- 1 Via data comparison analytics (Level 1)
2. Line by line comparisons using numerous searches and matches – most time consuming (Level 2)

Work closely with management to for assumptions

Work closely with management on recommendations for unmatched inventory and other matters

Initial complete inventory - \$17,000

Level 1 reconciliation - \$2,250

Level 2 Reconciliation – \$124/hour Estimate \$10,000

Total \$29,250 Exclusive of tax