

**From:** [State Email Admin](#)  
**To:** [outsideagencies@listserv.state.nv.us](mailto:outsideagencies@listserv.state.nv.us)  
**Subject:** Annual Physical Inventory – Fiscal Year 2024  
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## DEPARTMENT OF ADMINISTRATION

### *Purchasing Division*

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### MEMORANDUM

April 26, 2024

**To:** All State Agencies

**From:** Gideon Davis, Administrator

**Subject:** Annual Physical Inventory – Fiscal Year 2024

Pursuant to [NRS 333.220](#) all executive branch using agencies must conduct an annual physical inventory of all personal property and report disposition of property to the State Purchasing Division of the Department of Administration (State Purchasing). The date each agency conducts its annual inventory is determined internally. **If an agency has already completed an annual inventory for fiscal year 2024, no further action is required.**

State Purchasing recommends each agency generate a current inventory listing through the Controller's Office Data Warehouse website to aid in reconciliation. Basic instructions and notes regarding established processes for obtaining a list and reconciling through the Integrated Financial System, Advantage, are noted below. Agency Code or Location Code(s) are required to query the database and retrieve a complete listing. Agency and Location Codes may be found on the Data Warehouse website at: [http://dawn12.state.nv.us:7777/pls/prodsw/prc\\_coa\\_report](http://dawn12.state.nv.us:7777/pls/prodsw/prc_coa_report).

Agencies that do not use Advantage may submit inventory changes directly to State Purchasing using Property Disposition Reports (PDR). Please include the date the physical inventory was completed. The PDR form may be obtained from the State Purchasing website at: [https://purchasing.nv.gov/local\\_gov/PMP\\_Forms](https://purchasing.nv.gov/local_gov/PMP_Forms).

### Generating an Inventory Listing

1. Go to the Data Warehouse website at <http://dawn12.state.nv.us:7777/> and under **Reports**, click on **Fixed Asset Inventory Report**.
2. Enter Location Code(s) for desired inventory listing(s), the database can be queried using the following methods.
  - a) Enter the 4-digit Location Number in the **Location Code** box
  - b) If an agency has more than one **Location Code** and numbers are sequential, enter the starting number in the **From Location** and the ending number in the **To Location**

- c) Utilize the wildcard feature, by entering “%” symbols in lieu of specific numbers to obtain all locations within a sequence
- 3. A list may be customized by specific asset types [(Equipment (E), Vehicles (V), Under \$5K (U) and Non-Advantage Agencies (X)]. Using the default “All” will include all four (4) asset types.

### **Reconciling Physical Inventory**

1. Process ***Fixed Asset Correction (FC)*** documents within Advantage to modify Fixed Asset record information such as change in Location, addition of serial and/or license numbers, transfers, identifying information, etc.
2. Report all assets that are excess, beyond repair, lost/missing/stolen (if applicable, police report should accompany PDR), and/or needing addition or deletion to State Purchasing using a PDR. For any deletion requests, please provide documentation showing where or to whom property was provided. Two (2) consecutive inventory cycles must reflect the inability to locate an item before it can be removed.
3. Signed PDR must be submitted to State Purchasing. See the State Administrative Manual (SAM) for property disposal procedures.
4. Update inventory by using ***Fixed Asset Date Update (FADU)*** within Advantage, noting the month and year of completion of an annual physical inventory.

### **General Notes on State Property**

In accordance with [NRS 333.220](#) and the [State Administrative Manual](#), each agency is responsible for tracking personal property in the custody of the agency. SAM establishes limits for what personal property qualifies as a Fixed Asset, requiring State ID tags and inclusion on the inventory documented in Advantage. Additionally, agencies are responsible for locally tracking personal property that does not merit State ID tags. Agencies are allowed, but not required, to use Advantage to track personal property beyond what is required—those items have State ID tags that begin with “MISC”, and the agency must work directly with the State Controller’s Office on those items.

Only State Purchasing is authorized to purchase Fixed Assets; an agency completes a ***Quick Requisition (RXQ)*** in Advantage to begin an ordering process. In the event an agency acquires a Fixed Asset via donation or in an unauthorized manner, the agency must submit a PDR and supporting documentation to report acquisition to State Purchasing for addition to Advantage and State ID tag creation.

For any additional questions or concerns, please contact the State Property unit at [sp@admin.nv.gov](mailto:sp@admin.nv.gov).

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