

High-Risk Inventory at the University of Oregon

Per UO policy and procedures, as your department acquires, disposes, transfers, or relocates high-risk equipment, the Business Affairs Office Property Control Department must be notified. High-risk equipment must be tagged, tracked, and monitored in the Banner Fixed Asset System.

Identifying High-Risk Equipment

Cameras	Computers	Copiers	Credit Card Machines
Drones	DVR and Blu-Ray Players	Microscopes	Musical Instruments
Music Systems	Printers	Projectors	Tablets and Smart Phones

Acquisitions

Acquisition methods include, but are not limited to:

- Purchases from UO funds and grants
- Purchases through the UO Foundation
- Transfers from outside agencies
- Gifts
- Trade-ins

Transfers

Transfers that should be reported to Property Control include:

- User change
- Room change
- Department change

These can be made using the Asset Maintenance Form (AMF).

Disposals

Methods of disposal include:

- E-waste*
- Surplus*
- Loss
- Stolen
- Cannibalization
- Donation
- Transfer to outside agencies

*For these use the Property Disposition Request (PDR).



All forms can be found at:
forms.uoregon.edu

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Send Campus Mail to:
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