

CUSP Submission Offers Electronic Inventory Management ^[1]

May 7, 2015 by [normandy.roden](#) ^[2]

The biennial capital equipment survey is critically important to the University of Colorado Denver. However, there wasn't much to like about the tedious paper-based process it involved. The Space and Asset Management (SAM) staff in the campus finance office determined to do something about it.

Working with the Office of Information Technology, the SAM team designed an electronic inventory submission system. The new SharePoint-based process improves data accuracy and reliability while saving the University thousands of dollars in time, labor, and supplies. SharePoint provides departments with their equipment inventory (including tag, number, and other information). Department staff can either confirm/update the inventory onsite using a mobile device, or print a list to review onsite and then update the information in SharePoint when they return to the office.

The team – which included Nara Shagdar (Senior Director of Plant Fund Accounting and F&A Cost Analysis) and colleagues Thomas Johnston, Eric Howell, and Darrell Houghton – has heard nothing but praise for the new process. Among the testimonials:

- *I was able to complete the inventory on my own!*
- *Loved this year's process. Less time consuming and overall easier.*
- *This system was easy to use and really helped to speed up the process.*

Nara shares their success in her [recent CUSP submission](#) ^[3]: check it out!

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