

---

**DIVISION OF FINANCE & OPERATIONS**

**DATE:** November 16, 2021  
**TO:** Major Equipment Inventory Coordinator  
**FROM:** Asset Management  
**RE:** Annual Major Equipment Inventory

North Dakota State Law (Century Code Chapter 44-04-07) requires each department to perform an annual inventory of major equipment. Major equipment is identified by silver University of North Dakota major equipment tags with unique values.

To complete the annual major equipment inventory, review the step-by-step [Annual Major Inventory Guide](#) designed to guide a department through the process. The department's Major Equipment Verification Report and supporting documentation are due January 31, 2022.

Please review COVID safety guidelines issued by the University: <https://und.edu/covid-19/prevention.html>.

If you have questions regarding the annual major equipment inventory process or requirements, please contact [UND.assetmanagement@UND.edu](mailto:UND.assetmanagement@UND.edu).