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DIVISION OF FINANCE & OPERATIONS

**DATE:** January 3, 2023  
**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 February 28, 2023.

<https://campus.und.edu/finance/procurement-and-payment-services/asset-mgmt/major-inventory.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).