**DATE:** December 2, 2024

**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 numbers.

To complete the annual major equipment inventory, please review the Major Inventory directions located here:

https://campus.und.edu/finance/procurement-and-payment-services/major-inventory.html

The department’s Major Equipment Verification Report and supporting documentation are due **January 31, 2025.**

If you have questions regarding the annual major equipment inventory process or requirements, please contact UND.assetmanagement@UND.edu.