Radio Frequency Identification

For the past 12 years, we have utilized the Radio Frequency Identification (RFID) process for the Annual Inventory. This year, we are pleased to report that we are below the requirement of 2% missing assets.

How the Process Works:

The Annual Physical Inventory of assets is conducted throughout the year. Property Control establishes a timeframe during which each department is expected to complete their inventory (adjusted based on feedback from departments in previous years)."

Prior to their scheduled inventory, each department receives an inventory report that includes details such as assets, custodian information, location, and additional relevant data. Departments also have access to EIS, allowing them to query and review their inventory at any time.

How RFID Assists with Inventory:

RFID technology allows for asset tracking without requiring line of sight. Each asset is equipped with a tag containing a microchip and antenna. A mobile or fixed reader transmits a signal, prompting the tag to respond by transmitting its code back to the receiver. Mobile readers were chosen as the optimal solution for immediate improvement at the lowest cost. Radio waves facilitate the transmission and reception of coded information.

We currently have 42 fixed RFID readers located throughout campus that scan assets as they pass by. Property Control also provides several hand-held scanners that departments can check out to scan their own assets. When departments are scheduled for inventory, Property Control arranges a time with the department's asset coordinator to assist in scanning the department's areas using a hand-held scanner. Asset Coordinators can update information using EIS, which is then downloaded into the Virtual Asset Tracker. All scanned assets can be synced in real-time, and any assets that are not scanned can be quickly identified and located.