

From: UF Asset Custodians and Department Contacts <UF-PROPERTY-L@LISTS.UFL.EDU> **On Behalf Of** Parris,Ryan K
Sent: Tuesday, March 17, 2020 3:17 PM
To: UF-PROPERTY-L@LISTS.UFL.EDU
Subject: UF equipment being used by employees working remotely

Departmental Contacts, Property Custodians, and IT Contacts,

Because of the effects of Coronavirus (COVID-19) many departments are enabling employees to work remotely by providing them with UF equipment including computers, monitors, and peripherals to be used in their remote locations and Asset Management and UF Surplus are here to help.

Asset Management is committed to providing timely decals for all UF equipment which will be used by employees which are authorized to work remotely. UF equipment which is provided to the employee to be used at their remote location **MUST** be decaled as an attractive property and identified as being off-site in myAssets so the employee can complete the offsite certification. The decal request can be made quickly in myAssets – New Asset – Add Attractive Property – complete all mandatory fields as identified with a * and check the Off-site box, then press the “Add” button. Asset Management will print out the attractive decal and have it available for pickup or placed into campus mail within 24 hours.

UF Surplus has been preparing and testing desktops (Dell 9020), monitors (24” 22” or 20”), and laptops to make them available for departmental transfer to address the growing need for IT equipment which can be used by employees to work remotely. Computers do not come with operating system and will need to be configured. You can view and request available items from UF Surplus at the online shopping portal <https://myassets.fa.ufl.edu/ext/#/whlist>. There is **NO** charge for this service or equipment to the department.

Departments can pick up from UF Surplus computer peripherals and cords like keyboards, mice, Ethernet cords, power cords, and monitor cords to be used on equipment being provided to employees to work remotely.

Asset Management and UF Surplus are here to help in these unprecedented times,

Dr. Ryan Parris, CPA
Assistant Controller
University of Florida
Asset Management
rparris@ufl.edu
352-294-1112

