

2026 Asset Inventory and RFID Tagging



University of Colorado **Boulder**

October 19th, 2026



AGENDA



INTRODUCTION



INVENTORY
PROCESS



COMMON
TOPICS



RFID
PROCESS



NEXT STEPS



QUESTIONS

Reasons for comprehensive inventory and RFID tagging efforts:

Compliance with state and federal requirements

- Uniform Guidance – 2 CFR Part 200
- Audit readiness for single audit and other agencies
- Optimize allocation of depreciation for indirect cost

Financial accuracy

- Clean asset records support the depreciation allocated through the F&A (indirect cost) rate
- Removing "ghost" assets ensures only in-service equipment is claimed and reported

Lasting efficiency

- RFID enables faster, touchless future inventories with less disruption to research and sensitive spaces



University of Colorado **Boulder**



Introduction - Who?

Controller's Office:

Julie deFalco – Assistant Vice Chancellor and Campus Controller

Russell Jeans – Director of Campus Accounting

Enrique Lujan – Property Accountant / Inventory Specialist

HCA Asset Management:

Mike Fister – COO (20 years related experience)

Mariana Traetta – Vice President (20 years related experience)

Matt Kwapick – Director (19 years related experience)

David Fullenwiley – Senior Consultant (4 years related experience)

+ 2 additional HCA consultants

HCA Project Team



Mike Fister

Chief Operating Officer
20 years related experience



David Fullenwiley

Senior Consultant
4 years related experience



Matt Kwapick

Director
19 years related experience



Mariana Traetta

VP of CAM Operations
20 years related experience

Inventory Process

Onsite Comprehensive Baseline Asset Inventory – RFID Tagging:

- Capital Asset Verification of Approx. 13,000 capital assets in 200 buildings
 - Applying RFID tags to capital assets
 - Reconcile missing assets to remove “Ghost Items”
- Reconcile Data Records
 - Complete an accounting reconciliation to create clean asset file



Kick off

- Inform University community
- Initial Town Hall meetings
– **October 19, 2026**
- Clarify roles/ responsibilities
- Opportunity for questions

Phase 1: Tagging Building Blitz

- **Building focus**
- HCA staff will cover spaces across campus physically verifying assets – re-tagging assets and updating information
- Majority of equipment will be located during this phase
- **Nov 2026 - Dec 2026**

Phase 2: Departmental Reconciliation

- **Department focus**
- Scheduling of appointments to locate items not found during Blitz phase
- Appointments are in person and require prior review
- List of 'to be accounted for' items will be provided to departments in advance
- **Dec 2026 – Jan 2027**

Departmental Expectations – Fiscal Managers

Planning and Phase 1 – Building Blitz (Oct. – Dec. 2026)

- Identify DPMs who will assist HCA with inventory process
- Share communication with DPMs, faculty and staff
- Assist with providing access to locked spaces

Phase 2 – Departmental Reconciliation (Dec. 2026 – Jan. 2027)

- Support DPMs in contacting faculty and staff to respond to inventory inquiries
- Support the Controller's Office and HCA in case DPMs are unresponsive

Departmental Expectations - DPMs

Planning and Phase 1 – Building Blitz (Oct. – Dec. 2026)

- Share communication and building schedule with faculty and staff
- Help coordinate access to locked areas with departments, building managers and others.

Phase 2 – Departmental Reconciliation (Dec. 2026 – Jan. 2027)

- **Confirm meeting date/time received from HCA e-mail or propose alternate time**
- **Review list before meeting with HCA staff**

Remaining items may be in difficult to locate places (e.g. inside drawers/cabinets), may be difficult to identify (e.g. fabrications), or may be off-site or retired.

- **Contact departmental personnel and collect their input before reconciliation meeting**

Pls, lab managers, etc. to make sure items have been accounted for

- **Make sure any remaining locked spaces are accessible during reconciliation meeting**

Common Topics

- RFID frequency interference with research and equipment functionality
 - Passive UHF RFID tags
- Accessibility to sensitive spaces
 - Biosafety Level 3 (BSL3s)
 - Animal Areas (Vivariums)
 - Data Centers
 - Residence halls
 - Government contract space
- Timing of personnel presence in each space
 - Preliminary schedule for Blitz Phase will be found on Asset Inventory Project Website:

[FY2027 Asset Inventory and RFID Tagging | Campus Controller's Office | University of Colorado Boulder](#)



Common Topics (continued)



- Identification of personnel
 - HCA staff will wear badges and electronic copy of memo in case occupants are unaware of asset inventory initiative
- Physical scanning of tags
 - Treatment of untaggable assets – small subset of research assets that should not be tagged
 - Treatment of vehicles, IT switches
- Fully-depreciated assets
- Consulting assessment of capital asset practices
 - Options for inventory perpetuation

Common Topics (continued)

RFID Tags and Scanner

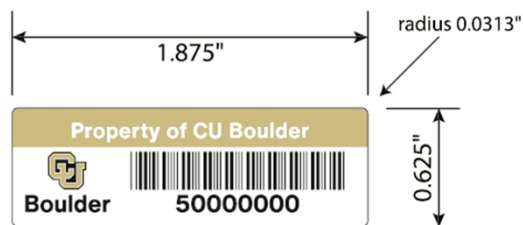
MetalCraft Universal Micro – Passive Tag, Foam backing, works better on metal

Passive: No battery, antenna responds to Radio Frequency emitted from scanner (does not actively emit signal).

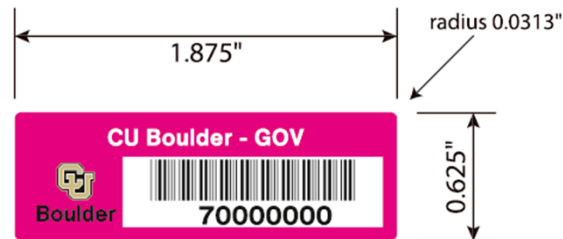
Read Range: 4-10' can be read through wood or plastic, not metal

Tag Placement: Tags will be placed on front of asset to ensure most effective read range and minimize interference

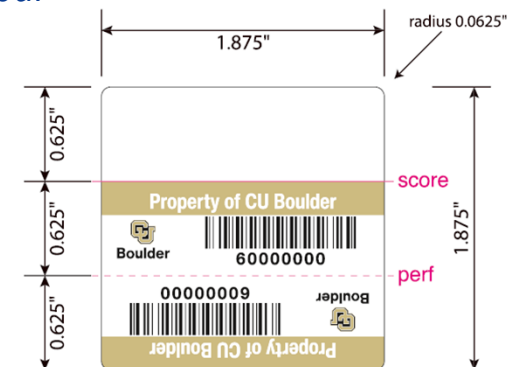
UHF 902-928 MHz is the FCC standard frequency range used in North America, South America, and the Caribbean and Gen 2 (EPCglobal Class 1 Generation 2) is the global industrial standard being used by end-to-end supply chain applications.



CU titled asset tag



CU sponsored titled tag



Server Trifold tag



Communication & Next Steps

Asset Inventory Project Website – Website will include all updates relevant to project, including this presentation, schedule, FAQs:

[FY2027 Asset Inventory and RFID Tagging | Campus Controller's Office | University of Colorado Boulder](#)



Questions? Thank you!

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CU Boulder Contacts:

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