

## Property Inventory Procedures

1. Check-Out Scanner
  - a. Reserve - any time during the month of June.
  - b. Review your work schedule.
  
2. Scan Department – due June 30
  - a. Keep for one to three days – scan the entire department at one time, so you don't forget where you are in the process.
  - b. Student workers can scan but you are responsible.
  - c. The university has to be scanned in 30 days.
  
3. Return Scanner for Download
  - a. Downloaded to excel format.
  - b. 24 hour turnaround.
  
4. Receive Email with Spreadsheet of Equipment Not Scanned and Off Campus Assets
  - a. Lists any equipment that was not scanned.
  - b. Lists off campus assets. You can:
    - i. Ask employee to bring in asset, or
    - ii. Use previous off campus form for verification.
      1. Verify what is on form is what they are taking off campus.
      2. Auditors will want to verify these documents.
  
5. Find the Equipment Not Scanned
  - a. Look everywhere – especially file cabinets and closets. Update Not Scanned tab in Comments column with current location/status.
  - b. Any equipment not found will be listed as missing.
  - c. Department head is notified of missing assets.
  
6. Inventory Confirmation Form – due July 31
  - a. You will provide property management back up documents for the confirmation. This will include #5 above (Comments column on Not Scanned tab).
  - b. Auditors will want this document.
  
7. Designation of Custodian Form – FY18
  - a. Annual documentation for custodian of department.
  - b. Auditors will want this document.
  
8. Off Campus Forms – due August 31
  - a. Listing provided will be for the previous year from #4 above.

- b. Due Date will be 8/31/2018.
  - c. This list will change:
    - i. New employees,
    - ii. New equipment.
    - iii. Former employees,
    - iv. Equipment turned in,
    - v. Stolen/missing equipment.
    - vi. See #4 above for additional information
9. Be Vigilant Over your Equipment for the Remainder of Year
- a. You are custodian of the equipment in your department, its safety is under your care.
  - b. If you see an IT person taking a computer – ask!
  - c. If you see anything out of the ordinary – ask!
  - d. You are responsible for your departments' inventory!