**Property Inventory Procedures**

1. Check-Out Scanner
   1. Reserve - any time during the month of May and June.
   2. Review your work schedule.
2. Scan Department – due June 30
   1. Keep for one to two days – scan the entire department at one time, so you don’t forget where you are in the process.
   2. Student workers can scan but you are responsible.
3. Return Scanner for Download
   1. Downloaded to excel format.
4. Receive Email with Spreadsheet of Equipment Not Scanned
   1. Lists any equipment that was not scanned.
5. Find the Equipment Not Scanned
   1. Look everywhere – especially file cabinets and closets. Update Not Scanned tab in Comments column with current location/status.
   2. Any equipment not found will be listed as missing.
   3. Department head is notified of missing assets.
6. Inventory Confirmation Form – due 30 days from receiving your scan results
   1. You will provide property management back up documents for the confirmation. This will include #5 above (Comments column on Not Scanned tab).
   2. Auditors will want this document.
7. Designation of Custodian Form – FY23
   1. Annual documentation for custodian of department.
   2. Auditors will want this document.
8. Be Vigilant Over your Equipment for the Remainder of Year
   1. You are custodian of the equipment in your department, its safety is under your care.
   2. If you see an IT person taking a computer – ask!
   3. If you see anything out of the ordinary – ask!
   4. You are responsible for your departments’ inventory!