



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS D	HSC

CITATION: State Property Control Regulations - Chapter 3 '313.C

PROCEDURE NAME: Inventory Files

PURPOSE: To develop a filing system in order to organize and maintain files on a regular basis.

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> 1. Develop a filing system to maintain a record of the annual inventory. 2. The Inventory files contain: <ol style="list-style-type: none"> a. Inventory – Department Certification Form AF-10 b. Equipment Custodians, Cost Center Numbers, Telephone Numbers c. Asset Management Forms d. Transaction Report e. Policy and Procedures f. Manuals g. New Equipment – Acquisitions, Invoices, PO's h. Availability of Movable Property i. Transfers - Pending j. Transfers - Final k. Surplus Items