



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS	HSC

CITATION: State Property Control Regulations - Chapter 3 '313.F.3-11

PROCEDURE NAME: Movable Property Inventory By Department

PURPOSE: Provide Yearly Inventory By Equipment Custodians to the Property Manager. The Equipment Custodians are those individuals in each Department who are tasked with the responsibility of keeping track of the Department’s movable property and reporting activity to the Property Manager

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	1. Provides each Equipment Custodian with current printout listing of movable property assigned to their department by Cost Center in Protégé FA7.
Equipment Custodian	2. Reviews printout by checking each item in department against location. As each item is located, Equipment Custodian or designee places a red check mark beside tag number to indicate item has been located. 3. Verifies and makes any corrections in red ink next to or above error on the printout as it pertains to the following: a) tag number, b) description of item, c) serial number listed for item, d) tag location, e) room number where item is located. Complete explanations should be listed for each item not found in assigned



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	location (Ex. where the item is presently located).
Equipment Custodian	<ol style="list-style-type: none">Items that are physically located in department's location but not listed on printout must be identified on Inventory Addendum Form AF-9. Complete explanations should be given for each item found not listed on printout.For items listed on printout but not found in location, place a red "X" by tag number and list as Unable to Locate (UTL).When inventory is completed, the Equipment Custodian completes Department Certification Form AF-10 certifying annual physical inventory as accurate.Forwards Department's Certification Form AF-10, Inventory Addendum Form AF-9, Unable to Locate (UTL) and department printout(s) to the Property Manager by date assigned.