

# Equipment Inventory Checklist – 2016

**\*\*\* For Departmental use only – Do not return \*\*\***

Please complete the following checklist before returning inventory – **due April 30, 2016**. If any of the following items have not been completed, your inventory will be returned to you requesting the appropriate forms, additions, or corrections. If you need help in providing the necessary information or documentation, please contact Marilyn Steinle or Justin Holt at 974-2493, or your campus equipment inventory contact person.

- Is the following information on the last page of the inventory complete?  
Dept Head or Responsible Party Signature, Date, Verified By, Telephone Number
- If the Responsible Person listed at the top of the inventory has changed, complete a *Current General Funds Expense & Income Cost Center Change Form*
- Are all building numbers and room numbers (if applicable) correct? (Do not leave any blank)
- Make every effort to be sure all serial numbers correct.** (Do not leave any blank)
  - All Serial Numbers must begin with '#', or mark "N/A" for *no* Serial Number
- Are all Inventory Tag Numbers correct? (Do not leave any blank)
  - Tag equipment that has not been previously tagged and update asset in IRIS
  - Equipment that is Untaggable mark "UNTAGBL" and update asset in IRIS
  - **If a tag number has fallen off a piece of equipment, complete a Duplicate Tag Request Form. (\*Note\* - Do NOT use a new Inventory Tag number)**
- Have you made all updates using transaction AS02 in IRIS for Bldg#, Rm#, Serial#, Inventory#, and Description? (**\*Note\* - Do NOT change Responsible Cost Center; T-64 is required**)
- Are all forms for Surplus, Transfers, etc. enclosed? **These forms are interactive** on the Controller's Office Website. (Notations on the inventory are helpful, but the equipment cannot be added or removed from inventory without **signed** forms)
- Have you completed an Equipment Acquisition Report Form (T-66) for equipment that is not on the Report, or has been acquired as a Gift /transferred from another University?
- Are police reports and a Form T-64 enclosed for equipment that cannot be located?
- Do all forms have appropriate signatures?
  - Surplus form – Department Head and Warehouse
  - T-64 (transfer) – Current Custodial Dept. and Receiving Dept.;
  - T-64 (Disappearance) - **\*\* CBO Signature \*\***
  - T-64 (Dismantlement) - Current Custodial Department
  - T-64 (Theft) - Current Custodial Department AND Police Report

**\*\*Reminder** – Copies of forms for items that have been removed are not necessary. **\*\***