

Equipment Inventory Checklist – 2009

For Departmental use only – Do not return

Please complete the following checklist before returning inventory – **due April 30, 2010.**

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 any assistance in providing the necessary information or documentation, please contact Marilyn Steinle or Justin Holt at 974-2493, or your campus equipment inventory contact person, if applicable.

- 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, have you completed the Current General Funds Expense & Income Cost Center Change Form?
 - Are all building numbers (Do not leave any blank) and room numbers (if applicable) correct?
 - Are all serial numbers correct? (Do not leave any blank)
 - Equipment that does not have a serial # mark “N/A” and update asset in IRIS
 - Are all inventory 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
 - 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 has been acquired as a “Gift” or transferred from another University?
 - Are police reports and a 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 Department and Receiving Department
 - T-64 (dismantlement, disappearance/theft) - Current Custodial Department
- **Reminder – Copies of forms for items that have been removed are not necessary.***