



Property Inventory Certification Checklist

- Verify/Update Asset Condition (Process in the Property Inventory System)
- Verify/Update Building and Room Location (Process in the Property Inventory System)
- Verify/Update Serial Number (Process in the Property Inventory System)
- Verify asset Description, Manufacturer and Mode (Notify Property Management Property.management@ttu.edu)
- Custodian/Delegate must complete pending Transfers-In (Process in Property Inventory System)
- Verify pending Transfers-Out are completed by Custodian/Delegate (Process in Property Inventory System)
- Verify items used as Trade-In are no longer on the department's inventory
- Verify all off-premises items listed on Temporary Use Authorization Forms have been accounted for on inventory
- Complete Temporary Use Authorization Forms for off-premises assets not already on a form or that are expired
- Check for equipment not listed on the department's inventory. (Complete the Request to Add or Delete Equipment from Property Inventory form)
- Inform Property Management of Missing, Lost or Stolen equipment. (Complete the Request to Report Missing or Damaged Property Report or the Request to Delete Stolen Property Report)
- Submit Property Inventory for Certification (Process in the Property Inventory System)
- Custodian Approve/Certify Property Inventory (Due by June 30 each year, Process in the Property Inventory System)