

Property Inventory Certification Checklist

Use this check list as a guide to complete all steps in the annual certification process. The [Property Inventory System Guide](#) and Property Inventory Videos 3 and 4 provide instructions on how to process these updates in the Property Inventory System. Updates may take several days to process. Please plan accordingly to meet the June 30th deadline.

Department Inventory (All Property) Report: Verify/Update the assets

- Condition: Update in the Property Inventory System (Video 3)
- Description, Manufacturer, and Model: Notify Property Management at Property.management@ttu.edu
- Serial Number: Update in the Property Inventory System (Video 3)
- Building and Room Location: Update in the Property Inventory System (Video 3)

Items Missing Information Report: Verify report is blank

- Missing Serial Number: Update in the Property Inventory System (Video 3)
 - Missing Building and Room Location: Update in the Property Inventory System (Video 3)
- Note: If the Serial Number or Location is missing, the Approved certification will be returned.*

Missing Report: Identified on the Department Inventory report with an M in the Missing column

- Verify all assets not located are included on the report
- To add missing assets complete the [Request to Report Missing or Damaged Property Report](#)

Lost and Stolen equipment

- Complete the [Request to Delete Stolen Property Report](#)
- Include copy of the police report for any stolen asset

Transfers: Verify all pending transfer are processed via the Property Inventory System

- Accept pending Transfers-In. (Video 4)
- Verify pending Transfers-Out are approved by receiving department (Video 4)
- Process any additional transfers needed

Trade In: Verify items used as Trade-Ins are no longer on the department's inventory

Remote or Loaned Assets: Verify a [Temporary Use Authorization Form](#) is completed for each asset loaned or being used off campus. Forms must be updated annually.

Discovered assets missing from Department Inventory Report: Complete the [Discovered or Donated Equipment Form](#)

Verify all updates processed above are showing in the Property Inventory System

Submit Property Inventory Certification: This can be submitted by the Property Custodian or the Delegate (Video 1)

Custodian Approves/Certifies Property Inventory by June 30th each year (Video 1)

Note: If anyone other than the Custodian Approves the Certification, it will be returned.