

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. The certification process may take several days to process. Please plan accordingly to meet the June 30th deadline.

Notes: Certifications submitted with missing serial numbers, missing locations, and/or approved by others not assigned as the Custodian or Delegate will be rejected and will need to be resubmitted by June 30th.

- 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, Building and Room Locations: 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)

- Missing Report:** Identified on the Department Inventory report as “Missing” in the Status column
 - Verify all assets not located are included on the report
 - Update the status of assets determined missing with the Missing Property form in the Property Inventory System

- Stolen equipment**
 - Complete the Stolen Property form in the Property Inventory System
 - Include copy of the official police report

- 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. Complete the Trade in form in the Property Inventory System.

- Remote or Loaned Assets:** Verify an Offsite Property form is completed for each asset loaned or being used off campus within the Property Inventory System. Forms should be updated annually.

- Discovered assets** not listed on Department Inventory Report: Complete the [Discovered or Donated Equipment Form](#).

- Verify** all updates listed above are showing in the Property Inventory System.

- Submit** Property Inventory Certification: This may be submitted by the Property Custodian or the Delegate. (Video 1)

- Approve** Property Inventory Certification by Custodian or Delegate in the Property Inventory System. (Video 1)