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.*