

PROPERTY CONTROL

ANNUAL EQUIPMENT INVENTORY PROCEDURES

Annual Inventory Overview

The annual inventory period is from October 1 through March 16 during each fiscal year. During this period, each department is required to perform a 100% audit of its GT tagged equipment.

For a department's annual inventory to be considered complete, the department's assigned Property Coordinator must submit the following packet of information to Property Control:

1. Annual Inventory Sign-off Form (including Chain/Department Head approval signature)
2. Manual mark-ups of the 370A – GT Annual Inv Report (report converted into Excel will be accepted)
 - a. Mark-ups should show that each asset was "found" or "missing" and indicate changes to location or room numbers. Issues concerning assets that were previously surplus or traded-in should be resolved before submitting the packet.
3. Missing report from PeopleSoft.
 - a. This report validates the assets indicated as missing were flagged as missing in PeopleSoft.

The annual inventory process, annual inventory sign-off form and troubleshooting checklist can be found at the following website:

http://www.procurement.gatech.edu/property_control_forms.php

For any questions regarding this process, please contact your designated Property Control Coordinator.

After completion of the inventory or the inventory period, Property Control will perform a random sample inventory for selected departments. The purpose of the sample is to verify the completion of the inventory process for the upcoming audit season with the state auditors. The results from the sample will be forwarded to the Vice President Campus Services of the University.

Sample Inventory Procedures Manual

United States. Coast Guard



Sample Inventory Procedures Manual:

Supply operations manual United States. Defense Logistics Agency, 1965 **Operating Policies and Procedures Manual for Medical Practices** Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control *Child Development: Day Care: Administration*, by M. S. Host and P. B. Heller. (no. (OCD) 72-20) United States. Office of Child Development, 1971 *Sampling Protocol, Estimation, and Analysis Procedures for the Down Woody Materials Indicator of the FIA Program* Christopher Woodall, Michael S. Williams, 2005 Provides the rationale and context for a national inventory of down woody material Documents the various woody material components sampled by the DWM indicator the sampling protocol used to measure the DWM components and estimation procedures Provides guidance on managing and processing DWM data and incorporating that data into pertinent inventory analyses and research projects **U.S. Coast Guard Auxiliary Operations Policy Manual** United States. Coast Guard, 1982 **Integrated Tools for Natural Resources Inventories in the 21st Century** Mark H. Hansen, Thomas E. Burk, 1998 *Franchise Bible* Rick Grossmann, Michael J. Katz, 2021-04-20 The Insider's Guide to Buying a Franchise or Franchising Your Business In this easy to read guide franchise expert Rick Grossmann and franchise attorney Michael J Katz impart decades worth of insight and advice on what it takes to make your franchise operation successful Grossmann and Katz share expert tutorials tricks of the trade and access to sample franchise documents checklists and questionnaires designed to get you organized support you through the process and get your new franchise off the ground If you're thinking of buying a franchise you'll learn how to Determine if running a franchise is right for you Navigate franchise disclosure documents and agreements Identify the signs of a good franchise opportunity If you're thinking of franchising your existing business you'll learn how to Pick the best method for expanding your business Understand the keys to establishing a successful franchise system Evaluate potential franchisees and grow your franchise Whether you want to buy a franchise or franchise your own business you'll learn what to expect how to move forward and how to avoid costly mistakes making *Franchise Bible* required reading **Inventorying Cultural Heritage Collections** Sandra Vanderwarf, Bethany Romanowski, 2022-03-14 This two part text opens with an argument few collections practitioners would contest Regular inventories are central to meaningful sustainable and ethical collections preservation and access But Vanderwarf and Romanowski argue that in practice some 25 years working with diverse collections between them inventories are uncommon instead of functioning as a commonplace feature of collections care they tend to be evoked as a last resort when a museum has lost control of its collection Part I offers a flexible project management framework that illustrates strategies for reining in control of collections now From identifying objectives that best serve the collection in question to securing stakeholder support and planning time and

resources Part I eliminates some guesswork around what may be an unprecedented and intensive project To maintain the benefits of a project style inventory the authors then encourage practitioners to embrace inventory as an ongoing evolving collections care function that reflects changing professional values and expectations from the communities museums serve By centering computerized databases barcoding and digital collections the authors further acknowledge these technologies as permanent evolving features of collections and inventory practice that merit increased resourcing Part II gives voice to practitioners around the world through case studies that affirm the vital role of inventories in regaining control of collections Some of these inventories occurred during the course of everyday work while others were responses to natural disasters and armed conflict Still others may be seen as expressions of social justice As much as the authors offer a guide to performing inventories thereby filling a longstanding gap in the literature they invite cultural heritage institutions to rethink how the stories held in collections can be better told and preserved through enhanced inventory practice The book will benefit seasoned museum collections practitioners as well as those who lack access to formal museology education and training The book targets stewards of cultural heritage and material culture collections with varying resources

Hearing on H.R. 33, to Transfer Management of the National Defense Stockpile to the Secretary of Defense, Before the Seapower and Strategic and Critical Materials Subcommittee of the Committee on Armed Services, House of Representatives, Ninety-eighth Congress, First Session, February 22, 1983 United States. Congress. House. Committee on Armed Services. Subcommittee on Seapower and Strategic and Critical Materials,1984

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