

## PROPERTY CONTROL

### ANNUAL EQUIPMENT INVENTORY PROCEDURES

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#### 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](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

**TD Snyder**



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