

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

Richard D. Goffin, Edward Helmes



Sample Inventory Procedures Manual:

Supply operations manual United States. Defense Logistics Agency, 1965 *Diversion Path Analysis Handbook: Example* Karl E. Goodwin, John C. Schleter, Marcia D. K. Maltese, 1978 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 *NRC Regulatory Guides* U.S. Nuclear Regulatory Commission, 1973 A compilation of currently available electronic versions of NRC regulatory guides *Diversion Path Analysis Handbook* Karl E. Goodwin, John C. Schleter, Marcia D. K. Maltese, 1978 **The 340B Program Handbook: Integrating 340B into the Health-System Pharmacy Supply Chain** Heather Easterling, 2025-08-13 This fully updated guide offers practical strategies to help health system pharmacies implement manage and optimize a compliant 340B Drug Discount Program Designed to support covered entities the Handbook includes step by step guidance real world best practices and tools for self assessment New content covers emerging challenges like avoiding duplicate discounts through clearinghouses Ideal for anyone looking to strengthen their 340B program and extend resources to better serve patients 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 **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 *Museum Handbook* United States. National Park Service, 1984 **Research and**

Development for Safeguards Guy M. Inman, 1968 *Accounting Policies and Procedures Manual* Steven M.

Bragg, 2012-06-19 Now in a fifth edition *Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department* is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books *Accounting Policies and Procedures Manual* is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry **Problems and Solutions in Human Assessment** Richard D. Goffin, Edward

Helmes, 2000-03-31 The assessment of individual differences has generated shockwaves affecting sociology education and a number of other behavioral sciences as well as the fields of management and organizational behavior In covering the assessment of individual differences this book pays tribute to the interests and activities that Douglas N Jackson has incorporated into his career as a psychologist He continues to be a leader in putting academic findings to practical use He has also inspired generations of students with his mastery of complex concepts and as a personal example of the ability to balance several simultaneous areas of research Consistent with the focus of Jackson's research the theme of this book will be how the use of deductive construct driven strategies in the assessment of individual differences leads to benefits in terms of the applicability of the assessment instruments and the clarity of the conclusions that can be drawn from the research

Groundwater Remediation Nicholas P. Cheremisinoff, 2017-06-13 Written by one of the world's foremost authorities on the subject this is the most comprehensive and in depth treatment available to environmental engineers and scientists for the remediation of groundwater one of the earth's most precious resources Groundwater is one of the Earth's most precious resources We use it for drinking bathing and many other purposes Without clean water humans would cease to exist Unfortunately because of ignorance or lack of caring groundwater is often contaminated through industrialization construction or any number of other ways It is the job of the environmental engineer to remediate the contaminated groundwater and make what has been tainted safe again Selecting the proper remediation strategy and process is the key to moving forward and once this process has been selected it must be executed properly taking into consideration the costs the type of contaminants that are involved time frames and many other factors This volume provides a broad overview of the current and most widely applied remedial strategies Instead of discussing these strategies in a generic way the volume is organized by focusing on major contaminants that are of prime focus to industry and municipal water suppliers The specific technologies that are applicable to the chemical contaminants discussed in different chapters are presented but then cross referenced to other chemical classes or contaminants that are also candidates for the technologies The reader will also find

extensive cost guidance in this volume to assist in developing preliminary cost estimates for capital equipment and operations maintenance costs which should be useful in screening strategies The eight chapters cover all of the major various types of contaminants and their industrial applications providing a valuable context to each scenario of contamination This is the most thorough and up to date volume available on this important subject and it is a must have for any environmental engineer or scientist working in groundwater remediation

The Wiley Handbook of Obsessive Compulsive Disorders
Jonathan S. Abramowitz, Dean McKay, Eric A. Storch, 2017-06-12 The Wiley Handbook of Obsessive Compulsive Disorders 2 volume set provides a comprehensive reference on the phenomenology epidemiology assessment and treatment of OCD and OCD related conditions throughout the lifespan and across cultures Provides the most complete and up to date information on the highly diverse spectrum of OCD related issues experienced by individuals through the lifespan and cross culturally Covers OCD related conditions including Tourette s syndrome excoriation disorder trichotillomania hoarding disorder body dysmorphic disorder and many others OCD and related conditions present formidable challenges for both research and practice with few studies having moved beyond the most typical contexts and presentations Includes important material on OCD and related conditions in young people and older adults and across a range of cultures with diverse social and religious norms

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 Forms and Financials for the Medical Marijuana Industry Scott V. Rosenfeld,2010 Air Pollution Control Field Operations Manual United States. Division of Air Pollution,1962 Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association,2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA Third Earth Resources Technology Satellite-1 Symposium Stanley C. Freden,Enrico P. Mercanti,Margaret A. Becker,1974

Decoding **Sample Inventory Procedures Manual**: Revealing the Captivating Potential of Verbal Expression

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