

## 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**

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Schleter, Marcia D. K. Maltese**



## **Sample Inventory Procedures Manual:**

The book delves into Sample Inventory Procedures Manual. Sample Inventory Procedures Manual is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Inventory Procedures Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Sample Inventory Procedures Manual
- Chapter 2: Essential Elements of Sample Inventory Procedures Manual
- Chapter 3: Sample Inventory Procedures Manual in Everyday Life
- Chapter 4: Sample Inventory Procedures Manual in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Sample Inventory Procedures Manual. This chapter will explore what Sample Inventory Procedures Manual is, why Sample Inventory Procedures Manual is vital, and how to effectively learn about Sample Inventory Procedures Manual.

3. In chapter 2, this book will delve into the foundational concepts of Sample Inventory Procedures Manual. The second chapter will elucidate the essential principles that must be understood to grasp Sample Inventory Procedures Manual in its entirety.

4. In chapter 3, this book will examine the practical applications of Sample Inventory Procedures Manual in daily life. The third chapter will showcase real-world examples of how Sample Inventory Procedures Manual can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Sample Inventory Procedures Manual in specific contexts. The fourth chapter will explore how Sample Inventory Procedures Manual is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, the author will draw a conclusion about Sample Inventory Procedures Manual. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Inventory Procedures Manual.

<https://crm.avenza.com/public/Resources/default.aspx/polaris%20500%20ho%20repair%20manual.pdf>

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