

## Instructions for Completing Physical Inventory

- 1) Using the attached list, locate each item and verify the following:
  - Tag #, Serial #, Room #, PI Name
- 2) If information on the list is CORRECT, place a check mark next to it.
- 3) If information on the list is INCORRECT, strike through it and write the correct information.
- 4) If an item on the list CANNOT BE LOCATED, write the reason on the list, such as: Missing, Transferred, Stolen, Lost, Disposed, etc. Complete any required forms (see box on the right).
- 5) If you have equipment that is NOT ON THE LIST, complete the attached Inventory Verification Form PRP-10 form.
- 6) If you find equipment that is NOT TAGGED BUT IS ON THE LIST, write "Untagged" on the list.
- 7) Any equipment that is located off-campus on a semi-permanent or permanent basis must be identified as "Off-Campus" and a PRP-2 Form must be completed and kept on file.
- 8) **Schedule an appointment for a walk-thru no later than March 18, 2005**. Call Olivia Nixon Gray at 3-2707 or Shelby Henry at 3-2701.

Inventory for Dr. \_\_\_\_\_

Individual Assigned to Complete the inventory \_\_\_\_\_

### Available Walk Thru Dates are as follows:

- Wednesday, February 23
- Thursday, February 24
- Friday, February 25
- Monday, February 28
- Tuesday, March 1
- Wednesday, March 2

### Forms to be completed:

<u>Status</u>	<u>Form to Complete</u>
Missing Equipment	Missing or Stolen Equipment form
Stolen Equipment	Missing or Stolen Equipment form with copy of Police Report
Transferred Equipment	PRP-1A -Authorization to Move or Transfer Equipment
Salvaged/Cannibalized	PRP-1A - Authorization to Move or Transfer Equipment
Unlisted Equipment	Inventory Verification Form PRP-10