



TIPS from Business Affairs

Annual Certification of Departmental Inventory

Deadline for the Annual Certification of Departmental Inventory is **April 30, 2014**.

It is required that all items are accounted for. To properly complete certification:

1. Physically locate all items on the departmental inventory list
2. Verify or update serial numbers
3. Verify or update building and room numbers

If you find an item in your department that is not on your inventory list, please contact [Property Management](#) for assistance in determining whose inventory list the item is on.

Remember: Certification is a two-step process. A custodian or designee may submit the inventory but only the custodian can certify by approving the submission. If a custodian submits the inventory, they will also need to certify to complete the process.

Available reports on the Property Inventory System:

Departmental Inventory Listing:

A comprehensive list of departmental inventory including any assets that might appear on other reports. Editable fields include the item's condition, serial number and location. Transfers may also be initiated from this report.

Items Not Yet Tagged:

Items listed are missing either location or serial number information. These are necessary as part of the tagging process for proper identification

Missing Property:

These assets have been reported to Property Management as missing or otherwise unable to be located. Property Management will delete items that have been certified as missing for two annual certification periods.

Lost and Stolen Property:

Property that has been reported to Property Management as lost or stolen. These deleted assets will not appear on the Departmental Inventory Report.

Annual Certification:

Allows submission and approval of annual certification for a department. Previous certification history (if applicable) is also visible.

The certification can be completed online at [Property Inventory](#).

A Property Inventory System video tutorial is available under [Help](#) in the menu bar on the left side of the Property Inventory website, or at this link: [video tutorial](#).

For more information, contact PropertyManagement@ttuhsc.edu.