☐ Verify/Update Asset Condition
☐ Verify/Update Building & Room Location
☐ Verify/Update Serial Number
☐ Verify Description, Manufacturer & Model
☐ Check that Pending Transfers-In have been accepted by Custodian/Delegate
☐ Check that Pending Transfers-Out have been completed by Custodian/Delegate
☐ Verify Items used as Trade-In have been removed from your inventory
☐ Verify all Off Premises items listed on the Temporary use of Property Authorization form have been accounted for on your inventory
☐ Check for Equipment not listed on your Inventory
☐ Inform Property Management of Missing, Lost or Stolen equipment
☐ Submit Property Inventory for Certification
☐ Approve/Certify Property Inventory