



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 Offsite Property, items that are temporarily removed from the
department, 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