- 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