TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Finance Systems Management

Annual Property Certification Checklist

Use this checklist as a guide to complete all steps in the annual certification process. The Property Inventory Help document provides additional information on how to process updates in the Property Inventory System.

- ☐ Verify/Update Asset Condition
- ☐ Verify/Update Building & Room Location
- ☐ Verify/Update Serial Number
- ☐ Verify Description, Manufacturer & Model
- ☐ Verify that Items Missing Information Report is blank – **The system will not allow you to submit the Annual Inventory Certification with assets on the Items Missing Information report.**
- ☐ Initiate a Removal/Status Change Request in the Property Inventory System for Stolen or Missing equipment and verify that the items are included on the appropriate Missing or Stolen Report
- ☐ Verify that Pending Transfers-In have been accepted by Custodian/Delegate
- ☐ Verify that Pending Transfers-Out have been approved by the receiving department Custodian/Delegate
- ☐ Verify Items used as Trade-In have been removed from your inventory
- ☐ Verify that all items on your inventory listing have been scanned and a green bar code icon appears just below the note icon for the asset.
- ☐ Verify an Offsite Property Removal/Status Change Request has been completed for all items that are temporarily removed from the department and that reports indicate the items as Offsite
- ☐ Submit a Request to Add Property to Departmental Inventory form for assets not listed on your Inventory
- ☐ Verify that all requested changes are correctly reflected in the Property Inventory System
- ☐ Submit Property Inventory for Certification
- ☐ Approve/Certify Property Inventory