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 – Certifications submitted with missing serial numbers or missing locations will be deleted and will need to be resubmitted after all missing information is added
- 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 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