



# 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