



INVENTORY VERIFICATION  
PROCESS  
GUIDELINES AND EXPECTATIONS

Tuesday, April 9, 2013

*Why Does the Annual Inventory Process  
Matter?*



In times of financial uncertainty, we have an opportunity and the responsibility to maximize the use and extend the life of our existing assets



## 1. TEAM INVESTIGATION: TAKING INVENTORY

1. <https://www.youtube.com/watch?v=U1111111111>

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# Affidavit of Lost/Stolen Property



"Located" means:

*Items on Home Storage should be brought in for inventory verification if practical (laptops, etc.)*

*Remote Located items must have a current statement by the assignee confirming possession (email is acceptable)*





"Not Located" means:









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- May 31 Inventory Due in Property Management
- Sept 3 Discrepancy Lists Sent to Departments
- Oct 15 Discrepancy Lists Due in Property Management
- Dec 13 Certification Deadline with LPAA





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QUESTIONS?



THANK YOU FOR YOUR FEEDBACK

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