

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



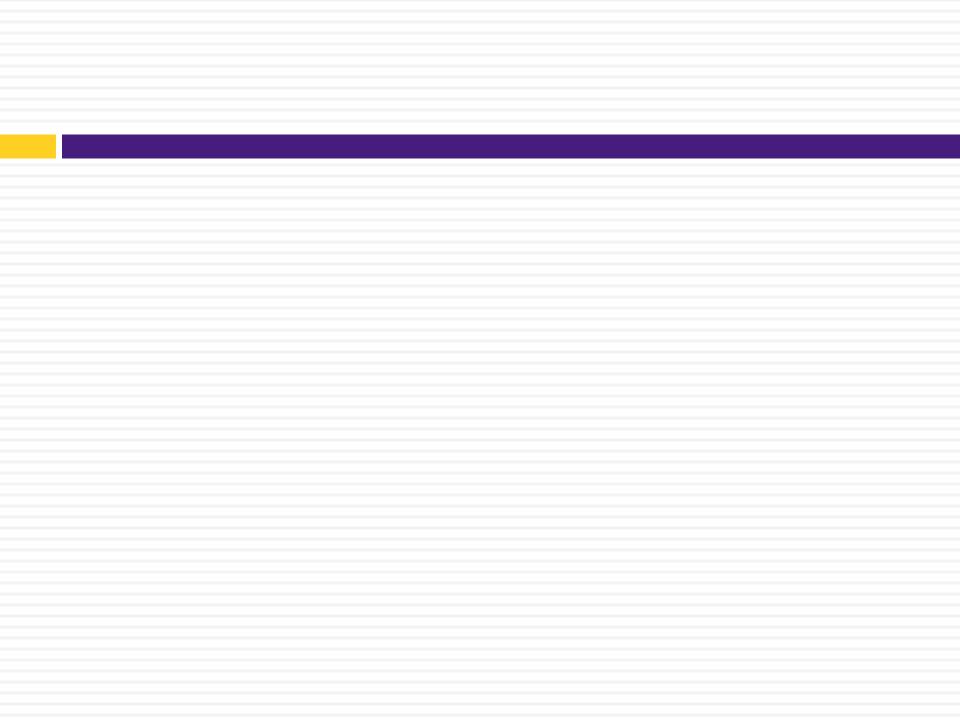
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Affidavit of Lost/Stolen Property

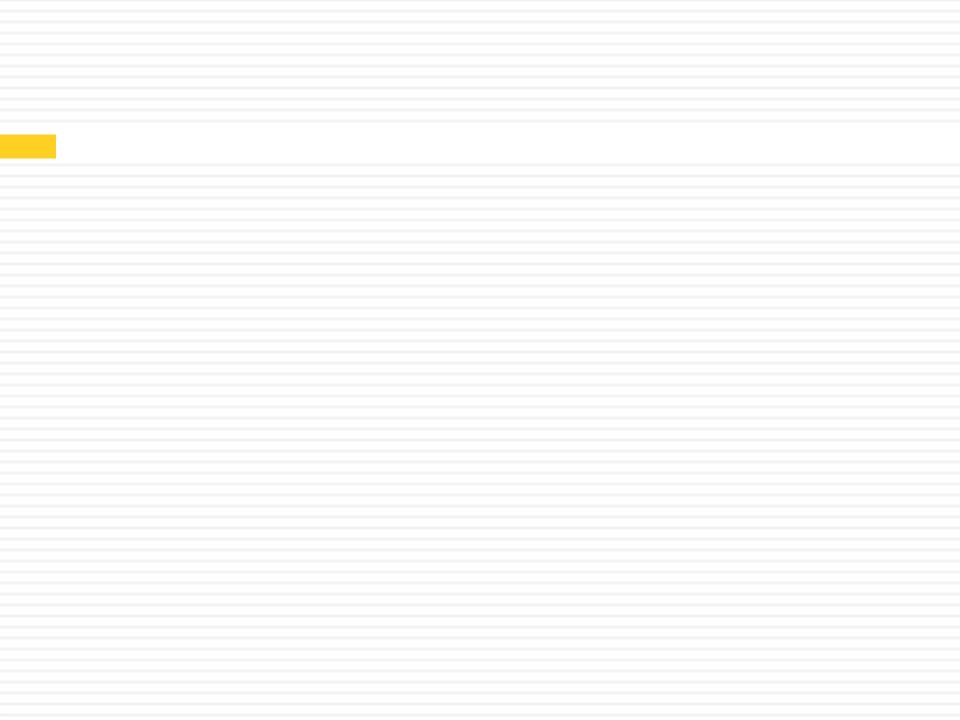


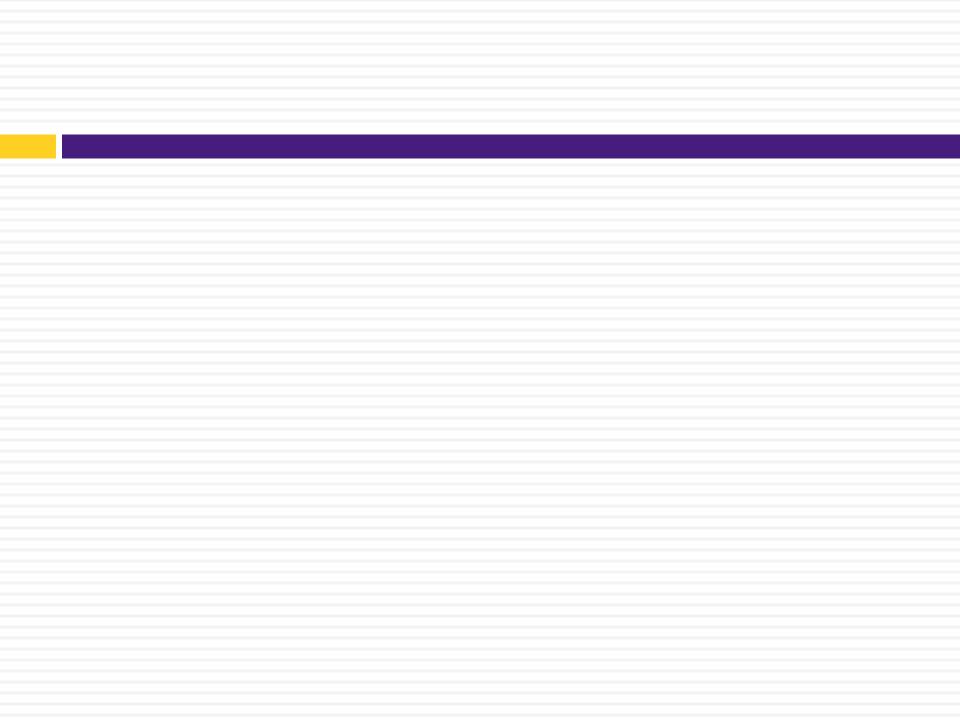
"Located" means:

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

Remote Located items must have a <u>current</u> statement by the assignee confirming possession (email is acceptable)

"Not Located" means:





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

18 QUESTIONS?

THANK YOU FOR YOUR FEEDBACK

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