

Standards for Completion of Annual Inventory

- c. Use of the Inventory Scanning Application by untrained individuals outside of the scenarios specifically allowed in (b) is prohibited.
- d. In accordance with PS21-ST3 “Applications Acceptable Use”, all persons accessing and/or using the Inventory Scanning Application must be signed into myLSU under their own login credentials

3. Process Sequence and Observation of Deadlines

The inventory process consists of three phases, each with specific activities, the sequence of which is intentional and necessary for optimal outcomes and efficiency. Adhering to published deadlines for each phase of the cycle across all units and campuses keeps departments synchronized and ensures that unnecessary targeted searches are avoided and improved results

Phase One Comprehensive Wall-to-Wall Scanning

Comprehensive wall-to-wall scanning is critical to locating assets with unreported location changes.

- a. Each department’s physical space is visited room by room and assets are inventoried without regard to assignment or function (i.e., regardless of whose/what it is)
- b. As assets are inventoried, the following details shall be reviewed and added

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- v. Photo on file
- vi. Email search for keywords, including tag number
- g. Phase Two must be completed no later than the published deadline, and prior to submittal of the certification by the Asset Custodian

Phase Three Certification

Certification is an official statement, first by Asset Custodian, then by Department Head, that inventory for their unit is complete, all efforts to locate assets have been exhausted, and that the inventory records are true and correct.

h.

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- i. Missing, illegible, or damaged inventory tags (Replacement tag must be requested in the app)
See Section 7 - Identifying Assets
- ii. Assets which cannot be tagged such as livestock, museum collection pieces, certain small research instruments, etc.
- iii. Assets in rural/remote locations with poor or no connectivity
- iv. Tags on some fleet vehicles which contain the LPAA agency. (Replacement tag must be requested in the app)
- v. Research assets deployed off campus in remote locations but "pingable" via satellite, internet or other connection
- vi. Other assets located off campus
See Section 6 - Assets Located Off Campus

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10. Certification

- a. Certification by Asset Custodian must