

Equipment Inventory Checklist

Submit Verified Inventory by Friday, March 22, 2024

This checklist is very important. Please read all instructions before verifying your inventory. Each item must be physically observed and verified. Inventory that is incomplete will be returned to your department.

Do not mark forms other than a small check mark for each item located (place a small check mark to the left of the item), attaching surplus forms, T64 or theft note with an asterisk.
Small, legible notes are ok.

Please make sure the last page of the inventory is signed by the **Department Head or Responsible Party**. Inventory also must be dated and signed by the person who verified the inventory along with a telephone number.

If the Responsible Person listed at the top of inventory has changed, contact Finance & Administration to make any changes relating to the Cost Center.

Make sure that all building and room numbers are correct and that all fields are completed.
Also check serial numbers for accuracy. Use AS02 to make any necessary changes. Departments will make this change.

Check the inventory tags closely for accuracy. If tags have fallen off please submit a "Duplicate Tag Request Form". We will create duplicate tags and they will be returned to your department. This form is on the Purchasing website under Equipment Inventory.

If an asset has been created in IRIS for a piece of equipment and there has been no tag number assigned, you must send a T-66 (Equipment Acquisition) in order to receive a tag. The T-66 is on the Purchasing website under Equipment Inventory.

Submit a T-64 for any equipment that has been transferred to another department. Make sure both departmental signatures are in place. The T-64 is on the Purchasing website under Equipment Inventory.

If an item has been stolen, please contact Public Safety. They will fill out a Theft Report. Submit a copy of this Theft Report and a signed T-64 with the inventory.

For disappearance, a detailed explanation and a completed T-64 will go to the CBO to be signed. The T-64 and detailed explanation should be attached to the inventory after the CBO has signed. A theft report is not required and should not be requested.

Submit electronically a Surplus Form (Dynamic Form) for any item that needs to be picked up for surplus. If an item is still on the inventory and has been picked up as surplus, submit a copy of the Surplus Form with the returned inventory.

For any item that a surplus form has been submitted and NOT picked up, please verify the information and check off on inventory. Do not include a copy of the surplus form for items you still have.

The PRNR Name is used to assign equipment to an individual. This should be updated in IRIS by the department. If an item is checked out to someone, complete the Equipment Request Form and keep on file.

Return your completed inventory to Room 124, Johnson EPS Building by Friday, March 22, 2024 or email to klawren9@utm.edu. If you have questions, please contact Keith Lawrence at 881-7824 or klawren9@utm.edu.