



Instructions for Conducting Yearly Physical Inventory

1. Two departmental employees are to perform the physical inventory, unless department resources and logistics dictate using only one person. These individuals **SHOULD NOT** be responsible for the property being inventoried, or for the day-to-day accountability of the assets being inventoried. Consider using cross-department personnel to perform the physical inventory. Student workers should not be used to conduct inventory.
2. The inventory spreadsheet is protected to only allow changes to condition and notes and will need to be opened in Windows to allow sorting or filtering. Verify, make corrections, and add if missing the following:
 - Property description
 - Property serial number
 - Building and room number where the property is located. **LOCATION IS REQUIRED ON ALL ASSETS.** The inventory will be returned to the department if the asset's location is not provided.
 - Notate if LU property tag is missing.

All corrections should be added to the notes section on the inventory spreadsheet.

3. If the property is assigned to one employee, please document his/her name. It is added to the property location to help find this item during future physical inventory counts.
4. If an asset is found with a value equal to or greater than \$5,000 or any item on the list below with a value equal to or greater than \$500 (unless otherwise noted) that was **NOT** tagged, please add the property to the Found Assets Not on List Form.
 - Computers – Desktop, Laptop, and Servers (*of any value*)
 - Smartphones, Tablets, and Other Handheld Devices (*of any value*)
 - Audio and Sound Equipment
 - Cameras and Camcorders
 - Drones
 - Projectors
 - TV ≥ 40" (*of any value*)
 - VCR and Laserdisc Players
 - Weapons (*of any value*)

Add any tagged property found that is **NOT** on the department's inventory list to the Found Asset Not on Inventory form. Another department may be looking for this property.

5. Notate in the notes section of the inventory spreadsheet any tagged property listed on the inventory previously transferred to a different department or sent to Surplus and provide a copy of the transfer or surplus form previously sent to Property Management.
6. Complete a Surplus Removal Request form or IT Equipment Removal Request form to send obsolete and/or damaged items to Surplus. Please use the IT Equipment Removal Request form for any item with a hard drive (i.e. computers, laptops, copiers, etc.). Monitors, keyboards, printers, fax machines, and any other item should be listed on the Surplus Removal Request form.
7. Complete an Equipment Transfer Request form for any assets transferred to a different department. Both the transferring and receiving Department Property Custodian must sign the form **PRIOR** to submitting it to Property Management.
8. Only complete the Missing or Stolen Property Investigation Report form after an **EXTENSIVE SEARCH** to locate the asset was performed. Ensure that the LUPD Police Report number is on the form **PRIOR** to submitting it to Property Management. Incomplete forms will be returned to the submitting department for corrections.

9. The Department Property Custodian must authorize employees to remove University assets from campus. The Remove Equipment from Campus Request form must be submitted to Property Management **PRIOR** to the employee removing any asset from campus. If the Department Property Custodian is the requestor, his or her immediate supervisor is required to sign the form. The request form is to be completed and submitted each fiscal year, September thru August.

University assets located off campus are required to be verified for the physical inventory. If the employee is unable to bring the asset to campus, the Department Property Custodian may use a photo as verification. The photo must be of the asset with the property tag visible and paper with the current date, FY21 Inventory, employee name, and his or her signature hand-written on it. The photo does not need to be submitted with the inventory, but it should be available for review if requested.

10. All forms can be found at www.lamar.edu/finance-and-operations/administrative-services/property-management.html. Please use the forms found here as many have been updated.
11. The Department Property Custodian must verify that the inventory was completed by signing and dating the liability statement. **All inventory must be completed and submitted to Property Management prior to Tuesday, June 15, 2021.** If possible please submit the inventory spreadsheet electronically.
12. Below is information from The Government Code, Title 4 Executive Branch, Subtitle A Executive Officers, Chapter 403 Comptroller of Public Accounts, Subchapter A General Provisions for LIABILITY OF PROPERTY LOSS, REPORTING TO COMPTROLLER AND ATTORNEY GENERAL AND FAILURE TO KEEP RECORDS.

**GOVERNMENT CODE
TITLE 4. EXECUTIVE BRANCH
SUBTITLE A. EXECUTIVE OFFICERS
CHAPTER 403. COMPTROLLER OF PUBLIC ACCOUNTS
SUBCHAPTER A. GENERAL PROVISIONS**

Liability for Property Loss

Sec. 403.275. LIABILITY FOR PROPERTY LOSS. The liability prescribed by this section may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if:

- (1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
- (2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
- (3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 8, Sec. 2.30.

Reporting to Comptroller and Attorney General

Sec. 403.276. REPORTING TO COMPTROLLER AND ATTORNEY GENERAL. (a) If the head or property manager of a state agency has reasonable cause to believe that any property in the agency's possession has been lost, destroyed, or damaged through the negligence of any state official or employee, the head of the agency or property manager shall report the loss, destruction, or damage to the comptroller and the attorney general not later than the date established by the comptroller. If the head or property manager of a state agency has reasonable cause to believe that any property in the agency's possession has been stolen, the head of the agency or property manager shall report the theft to the comptroller, the attorney general, and the appropriate law enforcement agency not later than the date established by the comptroller.

(b) The attorney general may investigate a report received under Subsection (a).

(c) If an investigation by the attorney general under Subsection (b) reveals that a property loss has been sustained through the negligence of a state official or employee, the attorney general shall make written demand on the official or employee for reimbursement of the loss.

(d) If the demand made by the attorney general under Subsection (c) is refused or disregarded, the attorney general may take legal action to recover the value of the property as the attorney general deems necessary.

(e) Venue for all suits instituted under this section against a state official or employee is in a court of appropriate jurisdiction of Travis County.

Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 8, Sec. 2.30. Amended by Acts 2001, 77th Leg., ch. 1158, Sec. 18, eff. June 15, 2001.

Failure to Keep Records

Sec. 403.277. FAILURE TO KEEP RECORDS. If a state agency fails to keep the records or fails to take the annual physical inventory required by this subchapter, the comptroller may refuse to draw warrants or initiate electronic funds transfers on behalf of the agency.

Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 8, Sec. 2.30.