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Moment
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LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Inventory Verification Training

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Introduction

Inventory Verification

It's Inventory Time!



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Inventory Process

Property Management

Who is Property Management?

- Responsible for maintaining accurate records
- Oversees university inventory
- Delegates responsibility to department heads
- Coordinates an annual verification of inventory records



Inventory Process

Steps

Inventory Verification Steps

1. Receive inventory packet
2. Review instructions
3. Assign verifiers
4. Verify assets
5. Complete necessary documents
6. Fill out certification
7. Submit



Inventory Process

1. Receive Inventory Packet

Inventory packet contains:

- Instruction Sheet
- Inventory List
- Found Asset Not on Inventory form
- Missing, Damaged, or Stolen Property Investigation Report
- Equipment Transfer Request
- Inventory Certification form



Inventory Process

2. Review Instructions

- Review the detailed instructions
- Please refer to the instructions for any questions before asking Property Management.
- Make the instruction sheet available to all involved in the inventory verification process.



Inventory Process

3.Assign Verifiers

Who are Verifiers?

- Individuals assigned to conduct the inventory verification
- Full-time Lamar University Employee
- Usually, the Equipment Manager
- Not Property Custodians
- Not student workers

Students may assist verifiers



Inventory Process

4. Verify Assets

Information on the inventory list:

- Tag number
- Serial number
- Description
- Building and room on record
- And blank columns for
 - Actual building and room
 - Condition



Inventory Process

4. Verify Assets (continued)

- Equipment checked out will need to be verified.
- Make Employees aware that they need to bring all checked-out equipment back to campus for verification.
- If an asset cannot be brought back to campus:
 - Have the employee send a picture of the asset tag with the date shown somewhere in the frame.
 - The department will keep the photos.



Inventory Process

5. Complete Necessary Documents

Fill out the documents necessary to inform Property Management of complications or changes such as:

- Missing asset
- Stolen asset
- Broken asset
- Transfer assets to another department
- Found asset not on inventory

More information can be found on the inventory Instruction and on the Property Management Web page.



Inventory Process

6. Complete Certification

Time to wrap it all up with the certification

- Cover Page
- Certifies the completion of inventory verification within your department
- Should be signed by all verifiers and the Property Custodian



Inventory Process

7. Submit

- Before submitting
 - Ensure inventory list is complete
 - And in Excel file format
 - All other documents should be in the PDF format.

Send everything to **Logisticsupport@lamar.edu**

Email Subject: **“Department” FYXX Inventory Verification**



RESOURCES

Contact Property Management

Office Phone: (409) 880-1886

Email: Logisticalsupport@lamar.edu

Visit our website at:

<https://www.lamar.edu/finance-and-operations/campus-operations/property-management.html>



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