

Instructions for Annual Campus Equipment Inventory

1. Click on link to download Inventory list at <http://www.mcg.edu/supply/property/> (requires WinZip, available from MCG download page). For those with PeopleSoft access, you may use query: **MCG_AM_CAMPUS_INV_BY_DEPT**. For those with multiple department ID endings. Please use a percent sign after the beginning of your dept. ID. (example, 043125% will bring up anything beginning with that dept ID.)
2. Copy and paste inventory listing(s) for your department(s) to excel spreadsheet. (Click on the Assistant Property Control Officers List at <http://www.mcg.edu/supply/property/> to identify all areas of inventory responsibility.)
3. Print spreadsheet for Physical Inventory. You may customize spreadsheet to make inventory easy for you (must include Tag Number, Description, and Location).
4. Items that are listed but are no longer physically located in the department will require proper documentation to remove them (i.e. Moving Request, Lost/Stolen Report, E-mail with recipient copied, etc.).
5. Items found but not on listing should be added to list.
6. Point out corrections so that they are obvious. Please add a column noting location change, highlight changes, etc.
7. All assets must be physically inventoried and checked on spreadsheet.
8. Complete physical inventory and return to Asset Management.
9. Asset Management makes all changes or corrections to the inventory listing.
10. The corrected inventory is posted at <http://www.mcg.edu/supply/property/> .
11. Department Heads, Deans, and Department Chairs are required too sign off on the completed and corrected inventory listing for their departments.

Failure to follow Property Control Policies and Procedures may result in disciplinary action ranging from counseling, to written reprimands, to further action up to and including dismissal from employment.

Completed inventories may be returned thru the following methods:

E-mail: kdoyle@mcg.edu
mholley@mcg.edu
Fax: 721-9642
Inter-campus mail: HSB 328B

If you need assistance retrieving your inventory listing, please call Asset Management at 1-2154.