

UL Lafayette Annual Inventory Certification Instructions

Before You Begin

Ensure you have:

- Current Inventory Reports (use either the pdf or excel format)
- Blank Tagged Asset Found List – for tagged items not listed
- Blank Untagged Asset List – for items that need state tags
- Certification Signature Form

Inventory Process Overview

- **Locate and Verify Tagged Assets**

Find each asset on your inventory report and place a mark in the (Located) box. If an asset is not located after a full search, place a mark in the (Unlocated) box. Verify each asset's description, building and room number; note any corrections in the Department Notes column.

- **Record Tagged Assets Not on the Report**

Record tag number, building name, room number, and description on the Tagged Asset Found List.

- **Record Untagged Assets**

Record all untagged computing devices (computers, tablets, drives, etc.) or assets worth \$1,000+ on the Untagged Asset Found List. Include serial number, building, room, and description.

- **Account for Missing Assets**

For any items not found after a full search with a cost of \$20,000 or more, provide a brief written explanation.


- **Submit Your Inventory**

Email completed reports to inventory@louisiana.edu, or deliver to the Facility Management Office (Parker Hall). Deadline: Friday, December 19, 2025.

Important Reminders

 Do not alter the printed information on reports (no crossing out, rewriting, or overwriting).

 Use the Department Notes section for all updates.

 Make sure handwriting and scanned documents are clear and legible — state auditors may review these documents.

Need Help or More Details?

Full property control policies, transfer and surplus procedures:

- Property Management:
 - <https://facilities.louisiana.edu/services/property-management>
- Property Control FAQs:
 - <https://facilities.louisiana.edu/services/property-control/property-control-faqs>

 Contact: inventory@louisiana.edu

Tagged Asset Found List

Department Name: _____ Department Number: _____

Tag Number	Building Name	Room Number	Asset Description and Serial Number

Untagged Asset List

List all untagged computing devices of any value (e.g., computers, tablets, external hard drives) or assets valued at \$1,000 or more. Property Control will tag these assets as soon as possible.

Building Name	Room Number	Asset Description and Serial Number

Certification of Annual Property Inventory

**To: Property Control Department
Office of Facility Management**

I hereby certify that a complete physical inventory of movable property was conducted within my department. The attached inventory listing, with exceptions noted thereon, represents a true and accurate accounting to the best of my knowledge.

Date: _____

Signed: _____
(Custodian)

Printed Name: _____

Department Name(s): _____

Department Number(s): _____

