Annual Inventory Certification - Instructions

Before you start, make sure you have the following:

1. Current Inventory Report(s)
2. Tagged Asset Found List – for assets with a tag number that are not on your report
3. Untagged Asset List – for untagged computing devices or assets worth over $1,000
4. Annual property inventory certification signature form

Inspection Process:

Step 1. Check each asset and mark all located tagged assets:
- Look for a State property tag (a 1/2" white tag that says "STATE OF LOUISIANA" with a number starting with "94000" or, for older assets, a metal embossed tag).
- Check the inventory report, if the tag number on the asset is located on the inventory report, mark a "Y" in the "Located? Y/N" column.
- Verify that the asset description and room number match. If not, write the correct information in the "Department Notes" column.

Step 2. Record tagged assets not on the inventory report:
- Record tag number, building & room number where asset is located, and description of asset on "Tagged Asset Found List" form.

Step 3. Record untagged assets:
- Record any untagged computing devices of any value (e.g., computers, tablets, external hard drives) or assets valued at $1,000 or more on "Untagged Asset Found List" form.
- Include serial number, building & room where asset is located, and description of asset.

Step 4. Account for missing assets:
- For any assets on the inventory report that cannot be located, after a complete & thorough search, mark "N" in the "Located? Y/N" column.
- Double check any assets listed on the "Untagged Asset List" for matches.
- Departments should be prepared to provide a written explanation for any unlocated tagged assets.

Step 5. Return inventory to Property Control:
- Completed physical inventory reports and forms should be returned to Property Control via email at inventory@louisiana.edu or by hand delivery to the Facility Management office in Parker Hall **on or before Friday, December 20, 2024.**

IMPORTANT PLEASE DO NOT EDIT (change, delete, scratch through, or overwrite) ANY INFORMATION ON INVENTORY REPORTS IN ANY WAY. Use "Department Notes" section to write any necessary location or information changes. Neat & understandable handwriting is also vital.
Louisiana State auditors review these documents, and they need to be clear and legible

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): _____

_____