Instructions for Completing Physical Inventory

1) Using the attached list, locate each item and verify the following:
   - Tag #, Serial #, Room #, PI Name

2) If information on the list is CORRECT, place a check mark next to it.

3) If information on the list is INCORRECT, strike through it and write the correct information.

4) If an item on the list CANNOT BE LOCATED, write the reason on the list, such as: Missing, Transferred, Stolen, Lost, Disposed, etc. Complete any required forms (see box on the right).

5) If you have equipment that is NOT ON THE LIST, complete the attached Inventory Verification Form PRP-10 form.

6) If you find equipment that is NOT TAGGED BUT IS ON THE LIST, write “Untagged” on the list.

7) Any equipment that is located off-campus on a semi-permanent or permanent basis must be identified as “Off-Campus” and a PRP-2 Form must be completed and kept on file.

8) Schedule an appointment for a walk-thru no later than March 18, 2005. Call Olivia Nixon Gray at 3-2707 or Shelby Henry at 3-2701.

Available Walk Thru Dates are as follows:

- Wednesday, February 23
- Thursday, February 24
- Friday, February 25
- Monday, February 28
- Tuesday, March 1
- Wednesday, March 2

Forms to be completed:

- Status
  - Missing Equipment
  - Stolen Equipment
  - Transferred Equipment
  - Salvaged/Cannibalized
  - Unlisted Equipment

- Form to Complete
  - Missing or Stolen Equipment form
  - Missing or Stolen Equipment form with copy of Police Report
  - PRP-1A - Authorization to Move or Transfer Equipment
  - PRP-1A - Authorization to Move or Transfer Equipment
  - Inventory Verification Form PRP-10