

August 1, 2007

MEMORANDUM

TO: Unit Officers

FROM: Judith Marshall, Director
Accounting Services

RE: Annual Equipment Inventory

Enclosed is the ***Annual Inventory and Location Certification*** which must be completed and returned to Accounting Services no later than September 14. University departments are required by the State Property Control Act to conduct an annual physical inventory of equipment held within the department. The enclosed inventory report lists equipment held by your department as of June 30, 2007. The report includes:

- Equipment with a historical value of \$500 or greater
- Equipment with a historical value between \$100 and \$499.99 that is commonly subject to theft (computer equipment, cameras, televisions, video equipment and antiques)
- Firearms

Please verify that the equipment listed on the inventory report was physically located in the respective building and room as of June 30, 2007. If the equipment was moved to a different location, please note the new building and/or room number on the report. Submit an ***Equipment Deletion Request*** or ***Equipment Transfer to Surplus Property Request*** for any equipment items that are missing or to be transferred to Surplus Property. Submit an ***Equipment Loan Request*** for items that are regularly used away from campus. These forms are available at <http://eforms.siu.edu/>.

Please submit the completed ***Annual Inventory and Location Certification*** and any additional forms to Accounting Services, Fixed Assets, Mail Code 6812, no later than September 14. If you have any questions, please contact Bonnie Stoffel at 536-2653 or bstoffel@siu.edu.

Enclosures

Southern Illinois University Carbondale

ANNUAL INVENTORY AND LOCATION CERTIFICATION

To: Accounting Services
Fixed Asset Accounting MC 6812

From: Department Name _____
Equipment Unit Number _____

I certify that a physical inventory of the selected equipment assigned to the above named department was conducted. (Please check the appropriate box.)

- The physical inventory is in agreement with the attached departmental listing, and all locations have been verified and any changes are noted on the attached listing.
- The physical inventory is **not** in agreement with the attached departmental listing. A complete listing of the discrepancies* is attached.

For any equipment listed which is not located on university property, the proper loan authorization has been approved and submitted to Fixed Assets. In addition, the loaned equipment is being used both exclusively for university purposes and also in the best interests of the university.

Unit Officer Signature

Date

* Examples of discrepancies include:

- untagged equipment
- tagged equipment not belonging to the department
- items in need of retagging
- items not being utilized by the department
- gifts of equipment having a fair market value of \$500 or greater

All missing items should be listed on an *Equipment Deletion Request*, approved by the unit officer, and returned with this verification. All non-utilized equipment should be listed on an *Equipment Transfer to Surplus Property Request*, approved by the unit officer, and returned with this verification. These forms are available at <http://eforms.siu.edu/>.