



# INVENTORY VERIFICATION PROCESS

GUIDELINES AND EXPECTATIONS

Tuesday, April 9, 2013

# Annual Inventory Verification

2

***Why Does the Annual Inventory Process Matter?***

# Annual Inventory Verification

3

## **Louisiana Revised Statute 39:324-325 and Louisiana Administrative Code Title 34, Part VII, Section 313**

- ❑ Requires an annual inventory of moveable property
- ❑ LSU must report all unlocated or “suspense” items to Louisiana Property Assistance Agency (LPAA)

# Annual Inventory Verification

4

**In times of financial uncertainty, we have an opportunity and the responsibility to maximize the use and extend the life of our existing assets**

# Media Attention

5



## I-TEAM INVESTIGATION: TAKING INVENTORY - LSU

*Posted: Nov 09, 2010 2:23 PM CST*

*Updated: Dec 09, 2010 8:29 AM CST*

By Robb Hays - email

BATON ROUGE, LA (WAFB) - A 9NEWS I-TEAM investigation reveals \$5.4 million worth of unaccounted for items within a large portion of the LSU system.

The 9NEWS I-TEAM examined inventory records covering the years 2005 to 2008. The records included the LSU main campus in Baton Rouge, the LSU Agriculture Center, the LSU System Office, and LSU campuses in Eunice and Alexandria.

The state requires an annual inventory of items at all public universities. These items include public property, purchased by taxpayers, so we take you seriously" said Louisiana Commissioner of Administration Paul Rawls. "We need to account for everything that the state owns and the universities own.

There are 2,069 missing items on the inventory lists for those years. The items that can not be accounted for include six pianos, two boats, a riding lawnmower, flat screen televisions, pieces of furniture, a mobile restroom trailer with a wheelchair lift, a rectal probe, and a \$104,237 spectrometer.

More than half of the missing items are computers, printers, hard drives, and other computer-related equipment. 1,172 of those types of items are unaccounted for. Those items were originally purchased for \$2,618,423.

LSU Associate Vice Chancellor Herb Vincent says with \$364 million dollars worth of inventory and only two full-time property managers, keeping track of items both small and large is a challenge.

**“LSU LOSES OVER \$5,000,000”**

## Affidavit of Lost/Stolen Property

- ❑ Introduced March 2011
- ❑ Requires signature of Department Head and detailed explanation of loss for all unlocated items

# Objectives of Inventory Verification

7

- ① Assess the accuracy of asset records
- ② Update asset records
- ③ Assess asset loss experience
- ④ Identify process inconsistencies
- ⑤ Provide the status of the verified assets for reporting purposes

# Located vs. Non-Located

8

## **“Located” means:**

- Item has been physically located (touched/handled)
- LSU# has been observed and confirmed

***Items on Home Storage should be brought in for inventory verification if practical (laptops, etc.)***

***Remote Located items must have a current statement by the assignee confirming possession (email is acceptable)***

# Located vs. Non-Located

9

## “Not Located” means:

- A diligent search has been completed
- The item cannot be located
- The item was stolen
- The item was disposed of without prior approval

# Located vs. Non-Located

10

***All “Not Located” items must be included on Affidavit of Lost/Stolen LSU Property***

***Items marked “Not Located” must remain on inventory in “suspense” status for three years.***

# Stolen Property

11

- **Stolen items must be reported to appropriate law enforcement (LSUPD if stolen from campus) immediately upon discovery**
- **If “forced entry” is documented on police report, item may be removed from inventory without being carried as “suspense”**

# Inventory Verification Guidelines

12

- Use of students is discouraged; if used, they should be closely monitored
- All storage places (storerooms, lockers, attics, desk drawers, file cabinets) should be checked for infrequently used equipment
- Building and/or room discrepancies should be noted on the inventory listing and changes made by the department's property custodian

Note: locations should be kept current throughout the year as equipment is moved

# Inventory Verification Guidelines

13

- Items marked “Not Located” must include a reason such as missing, stolen, scrapped without approval, etc.
- If an item has been surplused or transferred to another department, please include a copy of the Action Request
- For stolen items, after reporting to authorities, notify Property Management and send an Action Request along with copy of the police report, when it is available

# Inventory Verification Guidelines

14

- Property deemed to be idle or no longer of use to the department should be sent for surplus or scrap
- Note any items not on your inventory listing that you think should be on inventory and notify Property Management for follow up
- Request replacement tags as needed

# Inventory Submittal Cover Sheet

15

Must Be Signed By:

- ① The person(s) taking the inventory; and
- ② The Department Head; and
- ③ The Dean/Director/Vice-Chancellor

# 2013 Inventory Key Dates

16

**May 31      Inventory Due in Property  
Management**

**Sept 3      Discrepancy Lists Sent to  
Departments**

**Oct 15      Discrepancy Lists Due in Property  
Management**

**Dec 13      Certification Deadline with LPAA**

# Alternate Sort Request

17

Available Upon Request --  
“Customer/Color” List

- Send email to [property@lsu.edu](mailto:property@lsu.edu)
- Include 5 digit account number(s)

18

QUESTIONS?



THANK YOU FOR YOUR FEEDBACK

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