Annual Inventory Verification

Why Does the Annual Inventory Process Matter?
Annual Inventory Verification

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

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

I-TEAM INVESTIGATION: TAKING INVENTORY - LSU

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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 are things the public property, a business, and the taxpayers' in Louisiana, said the state auditor's office. "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 cannot 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

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

“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

“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

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

- 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

- 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.
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

- 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

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

- **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

Available Upon Request --
“Customer/Color” List

- Send email to property@lsu.edu
- Include 5 digit account number(s)
QUESTIONS?
THANK YOU FOR YOUR FEEDBACK

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