

INSTRUCTIONS FOR HANDLING INVENTORY

1. Location of each item must be correctly listed on printout sheet. The condition needs to be marked; G=Good, F=Fair, or P=Poor. The responsible person's full name is vital in updating.
2. Serial number, if any, must be checked and corrected on printout sheet.
3. Any item that is LOANED to someone must have "LOAN" form completely filled out and signed by both parties. The head of each department or division is the only person that has AUTHORIZATION to sign **forms**. No one has the authorization to sign for another department. Be sure to follow instructions concerning loans. **Not** everyone is eligible to borrow University equipment.
4. Any **transfers** must have form filled out and signed by both Department Heads. If it is an item you do not need, **transfer** rather than **loan**. Be sure paperwork is filled out, signed by both departments, and given to **INVENTORY DEPARTMENT**. Otherwise, you are still responsible for the equipment. Without paperwork, proper disposition cannot be made on the computer and in Accounting.
5. Any item of equipment that is broken beyond repair must have a **DELETION REQUEST FORM** filled out and signed by the Division Head and given to Inventory Department. At that time item must be checked to determine disposition. It will need to be removed from your area, so that it will not mistakenly be put back on inventory. Immediately upon the discovery of a **LOST OR STOLEN** item, contact the University Police. It will need to be deleted from your inventory. A Police report and Lost or Stolen Property Report (a CAS-5) must be attached to the deletion request, which will be sent to the Inventory Department.
6. Please make a list of any items of equipment, including inventory tag numbers and location, that are found in you area. But they were not listed on your printout sheet. This will help all departments locate missing items.
7. One copy of your completed inventory is due to be returned to the Inventory Department, which is located in the Central Stores area, no later than _____.
8. The "Report of Inventory of Divisional Equipment" form must be **SIGNED** and **ATTACHED** to the copy of your **SIGNED** inventory listing that is being returned to Inventory Department/Control.

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
REPORT OF INVENTORY OF DIVISIONAL EQUIPMENT**

TO: UTPB PROPERTY MANAGER

As set out in Sec. 5 (e) of STATE PROPERTY LAW: ACCOUNTING AND RESPONSIBILITY (article 6252-6 V.A.C.S.), this is to certify that a Physical check of the inventory of equipment and property of the _____ Division was made on (dates) _____, and the inventory as shown on our Divisional Listing is correct except as shown on attached forms.

Signed _____
Director or Division Head

- I ADD EQUIPMENT NOT INCLUDED ON LISTING:
 - 1. Report of transfer of equipment. 741-T*
 - 2. Permanent equipment made by Department or Physical Plant or Gifts. UPB-81-A*

- II ITEMS TO BE DELETED FROM LISTING:
 - 1. Request for authority to remove equipment or other property. 742-D*

- III ITEMS OFF CAMPUS BEING REPAIRED:
 - 1. Attach list of items, including inventory tag number, being repaired and the name of company doing repairs.

***THESE FORMS MAY BE FOUND ON THE UTPB WEBSITE AT:**

http://www.utpb.edu/UTPB_Adm/BusinessAffairs/officeofPurchasing/CentralStores/index_frame.htm

http://www.utpb.edu/UTPB_Adm/AcademicAffairs/University_Forms/university_forms.htm

http://www.utpb.edu/UTPB_Adm/BusinessAffairs/officeOfAccounting/index_frame.htm

ALL FORMS MUST BE FILLED OUT AND ATTACHED TO THE INVENTORY. WHEN COMPLETED, SEND TO INVENTORY OFFICE.

RETURN TO INVENTORY CONTROL

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
 Inventory Office 552-2732

To UTPB Property Manager

This is to certify that a PHYSICAL CHECK of the equipment assigned to the _____ Department was made on (date) _____ and the Inventory as shown on our departmental listing is correct except as noted below. All items inventoried per attached listing are needed and are being properly maintained.

 Signature : Departmental Chairman/Director Date

1. EQUIPMENT NOT INCLUDED ON LISTING: (Note: Include all permanent equipment made in the department, giving any the value if the cost of material and contract labor. Also, include here permanent equipment acquired as a gift. Estimate not previously set.)

UT INVENTORY NUMBER VALUE	DESCRIPTION	DATE	HOW ACQUIRED PURCHASE ORDER NUMBER	OTHER	\$ COST OR ESTIMATED

2. ITEMS TO BE DELETED FROM LISTING: (Note: To be deleted from Departmental Inventory, a Report of Transfer of Equipment OR Inventory Removal Request form submitted or a trade-in must be certified.)

UT INVENTORY NUMBER	NAME OR DESCRIPTION	NAME OF FORM SUBMITTED & DATE	\$ COST

3. REMARKS:

Should additional space be needed, please attach extra sheets.

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