Purpose of Physical Inventory

- All inventoried assets must be physically verified annually to comply with State and Federal regulations. This is referred to as “Physical Inventory”.

- Physical Inventory serves several purposes:
  1. Ensuring the CPIS accurately performs the various functions of the system. These functions include financial reporting, planning and budgeting, as well as depreciation calculations.
  2. Helping to ensure department heads or directors fulfill the control and custody responsibilities delegated to them. This includes identifying and locating equipment that “migrates” across departments and/or facilities.
  3. Ensuring unused/unneeded equipment is identified and when appropriate, made available to other University departments or state agencies, disposed of, or returned to the vendor, if applicable.
  4. Ensuring the protection of assets and identification and correction of errors.
Department Responsibilities

- At the beginning of Physical Inventory (September), over 345 Department ‘Inventory Verification’ worksheets are emailed to the respective UBO. This includes the list of assets assigned to each organization.

- Upon receipt the ‘Inventory Verification’ Workbook, the UBO and Department head will delegate or assign the responsibility to physically locate each asset listed and document its location on the 'Inventory Verification' worksheet.

- It is the responsibility of the UBO and delegate to read and understand the instructions provided on the 1st tab of the Inventory Verification workbook.

- Questions regarding the instructions on the 'Inventory Verification' Workbook shall be directed to CPIS personnel at x. 3288 or x. 2176 for clarification before proceeding with the physical count.
Instruction and Signature Worksheet

Central Property Inventory

Instructions And Signature Worksheet
FY 2019 Physical Inventory

To: The UBO
From: David Buck, Director of Purchasing Services
Ref: 1/0/1900
Re: Annual Physical Inventory
Due: Saturday, January 0, 1900

Confirm UBO Assigned to Correct ORG
Make Note of Due Date

Read the instructions below before proceeding with Physical Inventory....

1. There are three worksheets [tabs] in this Excel workbook; "Instructions-Signature", "Inventory Verification" and "Not Located''.

2. Inventory Verification: The "Inventory Verification worksheet" is considered complete when all listed items have been accounted for or recorded on the "Not Located worksheet''.

3. Inventory Verification Completion: Upon completion of the "Inventory Verification worksheet", The Department Contact Person shall enter their name and email address into the signature block below, then email the saved Excel workbook to the Department Head for approval.

4. Department Head Approval: The Department Head shall review the "Inventory Verification worksheet" and confirm that the Physical Inventory has been completed for the ORG by entering their name, email and date approved into the signature block below, then email the saved Excel workbook to the University Business Office (UBO) for final review and approval.

5. UBO Approval: The UBO shall review the "Instructions-Signature", "Inventory Verification" and "Not Located'' worksheets received from the Department Head for completeness and accuracy, then enter their name, email and date approved in the signature block below to indicate acceptance of the documents. Email the Excel workbook with the completed and "signed" documents for each ORG under their purview to inventory@isu.edu.

Note: Inventory Disposition: Items not located during Physical Inventory should be submitted on the "Not Located worksheet''. CRS will determine the appropriate disposition for each item, fill out the proper form, and email for approval.

Please Review all of the Instructions Provided.
The Department Head and UBO shall review and sign indicating approval of the Physical Inventory.

<table>
<thead>
<tr>
<th>Signatures Required Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>An inventory of “tagged” assets assigned to 0 0 has been completed.</td>
</tr>
</tbody>
</table>

**Departmental Contact Person:** ____________________________  
**E-Mail:** ________________  
**Location Code:** ________________  
**Date Approved:** ________________

**Department Head:** ____________________________  
**E-Mail:** ________________  
**Location Code:** ________________  
**Date Approved:** ________________

**University Business Officer Signature:** ____________________________  
**Email:** ________________  
**Location Code:** ________________  
**Date Approved/Accepted:** ________________

For Questions...E-Mail: invent@isu.edu  
Phone: 282-2176 or 282-3288
Read and understand the Instructions

Follow the Location Code format “XX####”

All items must have a current Location code entered

All the information needed to locate the items on your Physical Inventory is located on this sheet

Please do not hesitate to contact us, either at invent@isu.edu or at ext. 3288 / 2176

<table>
<thead>
<tr>
<th>Current Location Code</th>
<th>ISU Tag Number</th>
<th>Last Reported Location Code</th>
<th>Document</th>
<th>Serial Number</th>
<th>Description</th>
<th>Acquired</th>
<th>Doc Code</th>
<th>Original Cost</th>
<th>Grant Flag</th>
</tr>
</thead>
</table>

EXAMPLE:
AD0202
BA0505

Instructions: Physically locate all inventory items on this list. Validate the location for each item by listing the item’s current location code under the heading “Current Location Code.”

Location Codes Link: www.isu.edu/media/library/purchasing/inventory-forms/exp

1. If an item under the heading “Last Reported Location Code” is in red on your sheet, an UPDATED location code must be used under the heading “Current Location Code” for the item. 2. If an inventory item is not physically located enter ”NL” for Not Located under the heading “Current Location Code” for that item. Then record the ISU Tag Number and requested information on the “Not Located worksheet”.

FY 2019 Physical Inventory

Idaho State University
Central Property Inventory
Inventory Verification Form
Asset Not Located

This form is only for items that the Department cannot locate.
Finishing up

- To speed up the process of Physical Inventory, when a Department completes the inventory verification worksheet, please send it in for processing. Do not wait for all of your orgs to finish to send in your inventories.
- CPIS will contact the department to resolve any issues or questions regarding the submitted documents.
- The department’s Physical Inventory will be considered “complete” once CPIS is satisfied with the final reconciliation.
Common Problems

- Submit the Physical Verification forms in the format that they were originally provided for import into Banner CPI system. **DO NOT** use any other report formats (i.e. Google Docs).

- These sheets are only for Physical Inventory. Forms for transfer, disposal and other inventory transactions can be found on the purchasing website under the “Forms” Tab.

- Using O instead of Zeros for Location Codes causes errors during import of data into Banner.
ANY QUESTIONS?