

2005 Annual Physical Inventory Process

APS provides department with an Inventory List at the November 4th meeting.

Department signs up for scanning appointment or contact Mary Ann Howard @ 499-4572 to schedule an appointment.

Department reviews the list and makes sure that the inventory can be located.

APS downloads the scanner information and the U. T. Austin's inventory system is automatically updated (i.e., inventory items are listed as found and physical locations are changed, if applicable).

On the designated date and time, APS and the department inventory coordinator walk through the department and scan all of the inventory items in the department.

1. Department investigates inventory on the Not Found Report, finds missing inventory and document that it has been found.
2. Department reviews found list to ensure accuracy.

APS provides the department with Found and Not Found Reports

APS manually updates U. T. Austin's inventory system with the information provided by the department on the Certification form

Department turns in to APS, the signed Certification Form and information related to the Not Found report to APS by the designated due date.

APS prepares a certification management letter to U. T. Austin that is signed by U. T. System Administration's Property Manager

APS maintains the letters and backup documentation from the departments.

U. T. Austin uploads the annual inventory into the State Property Accounting (SPA) system on U. T. System Administration's behalf.