



Property Inventory Online Checklist

- Verify/Update: Asset Condition
- Verify/Update: Building & Room Location
- Verify/Update: Serial Number
- Verify: Description, Manufacturer & Model
- Check that Pending **Transfers-In** have been accepted by Custodian/Delegate
- Check that Pending **Transfers-Out** have been completed by Custodian/Delegate
- Check for Equipment not listed on Inventory
- Inform Property Management of Missing, Lost or Stolen equipment
- Delegate/Custodian submit Property Inventory for Certification
- Custodian Certify Property Inventory

Please direct all questions to: property.management@ttu.edu