

H. ASSET INVENTORY PROCEDURES

1. Each person assigned a list of assets will monitor those assets for location and status change. If permanent location or status changes, complete a “Change” form and turn it in to April.
2. Assets being used by other personnel to be returned to an original location do not need a “Change” form but should be monitored by the person assigned the asset until returned. A sign out form can be used.
3. Each person assigned a list of assets is responsible for verifying that each asset on the computer printout is tagged, either with GLPC paper tags or some other form of inscription.
4. Any asset listed cannot be discarded and must be held in surplus. Surplus assets should be segregated from other assets and can be maintained at the monitor’s specific duty area, but must be brought to Galliano at the time of an asset sale.
5. Report any incidents of inability to locate assets to your supervisor. Random asset inventory checks will occur.