

# Pre-Inventory Checklist

## Tasks to begin 60 days prior to Physical Inventory:

- ❑ Add new assets (over \$5,000 acquisition cost) to Sunflower Assets (SFA). Update Custodian Name and any other outdated fields in SFA as necessary.
- ❑ Tag/Mark all assets in preparation for inventory (*refer to the “Property Tag” webpage [http://ora.stanford.edu/ora/pmo/dpa\\_resources/tag.asp](http://ora.stanford.edu/ora/pmo/dpa_resources/tag.asp) for specific information*)
- ❑ Try to familiarize yourself with the locations of all your Department’s or School’s assets (including all offices & administrative areas, labs, storage areas, closets, off-campus sites, etc.)
- ❑ Begin to collect photocopies of the *Off Campus Asset* forms for the inventory team to pick up when they arrive to scan assets. Please be sure that all forms have been updated within 12 months of the scheduled inventory date. Additional forms are available on the web [http://ora.stanford.edu/supporting\\_files/off\\_campus.xls](http://ora.stanford.edu/supporting_files/off_campus.xls)
- ❑ Identify selected areas in your Department or School that will need *additional review or special arrangements* prior to the physical inventory, such as hazardous areas, radiation zones, confined spaces, lab areas, clean rooms, etc. Be prepared to discuss these areas at the Pre-Inventory meeting.
- ❑ Review contents of “Untaggable Assets” folder or binder. Make sure “untaggable” assets in the binder are correspondingly marked as such in Sunflower. Purge any outdated or disposed records; add any new “Untaggable” paper records to the binder. (*The Inventory team usually will ask to see the binder on the first day of scanning*)
- ❑ Obtain (have available) current floor plans for all areas to be inventoried. Ensure Space Coordinator has updated all building space in iSpace prior to inventory visit.
- ❑ Arrange for knowledgeable escorts of your area, particularly for Schools or departments with a heavy concentration of labs and scientific areas. Arrange for the services of such “local experts” or guides well in advance of the physical inventory.

## Tasks to perform immediately following the “Pre-Inventory Meeting”

(Usually held 3-4 weeks prior to Physical Inventory.)

- ❑ Review “Pre-Inventory Report” (email to DPA and hand-delivered at the Pre-Inventory meeting) to familiarize yourself and escorts with Department’s or School’s asset locations, pending disposals, “minimum PI” assets, assets already inventoried, etc.
- ❑ Arrange for pickup of assets that have been approved for disposal prior to inventory day
- ❑ Advise School or Departmental staff of pending Inventory scanning schedule, including dates and times of expected visits. (*Sample email notices and signs are available on our website <http://ora.stanford.edu/ora/pmo/inventory/default.asp>*)

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### Tasks to perform in the week prior to your inventory:

- ❑ Remind colleagues, associates, staff and faculty members of upcoming inventory
- ❑ Advise colleagues, associates, staff and faculty members to prominently *label all personal items* to avoid the possibility that those items will be added as assets during the inventory.
- ❑ Confirm the Inventory schedule with escorts who'll be accompanying the Inventory team through their individual areas in the School or department. Make sure they have access to all locations, including keys, card-keys, door codes, etc.
- ❑ Post notices in all areas scheduled for imminent inventory

### Other key points to remember:

- ❑ Computer users, lab workers, machine operators (anyone using capital equipment at the time of the physical inventory) may expect to be interrupted for several minutes as bar codes are read, data is entered, etc. Their patience is appreciated!
- ❑ Assets may need to be lifted, turned, or removed from drawers, shelves, etc. in order to access the bar-code tag
- ❑ At the conclusion of the inventory for your Department, you'll have 30 business days to complete financial reconciliation activities

Questions, clarifications, comments?

Please call Ron Ritucci, Inventory Manager 723-7272