Physical Inventory Process (PIP)

- Schedule with individual departments
- Review departments assets prior to start of the inventory

Confirm the Contact Info. and Dept Codes. This will be done on several occasions throughout the Inventory Process

- Acquire access to all necessary areas

Perform Physical Inventory

- Generate "Unfound Assets" report
- Upload changes to Albany

- Calculate totals, % found/un-found, % of found high $ Assets (≥ $5K)
- Remove S status assets
- Remove all found assets
- Remove R status assets
- Flag ≥ $5K and offsite assets

Compare final assets list against the MF system. For Validity, change in Status, Depreciation Date and Surf Ownership

- Send Final report to depts
- Generate Monthly Update reports

- Update PCS system based on Dept Response
- Follow up with Individual Dept's that are slow providing feedback

- Upload changes to Albany
- Generate a Fiscal Report for upper management