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