

The University of North Carolina Agriculture and Technical State University
Missing Assets during Annual Physical Inventory

Property Management Office
Fixed Assets

Policy and Procedure V

Policy

Missing Asset

A missing asset is any asset which is not found during the physical inventory process and for which documents have not been forwarded to the Property Management Office for transfer, surplus, or disposal. If a missing item is found, please advise the Property Management Office so that we can update the system accordingly. If an asset has been missing for more than two inventory cycles please attach form 601 PM listing the missing items.

Procedure

When an asset is discovered missing during annual physical inventory the Property Management Office will update the computer files and flag the asset as “missing”. A report listing the missing items will be prepared and sent to the departmental inventory representative.

First Letter

The departmental inventory representative will be given a period of three weeks to locate the missing assets.

Status Reports

The departmental inventory representative will submit to Property Management status reports of efforts to locate the missing assets prior to end of the three week period.

Updating Fixed Asset Files

Property Management will update the inventory computer files when missing assets are located.

Second Notice

If the Property Management department does not receive a status report regarding progress of the missing items after 3 weeks, Property Management will submit a letter to the appropriate dean or director requesting a report on the status of the missing assets. The dean or director will be given three weeks to respond.

Third Notice

If the Property Management does not receive a status report after the second notice and the items are still considered missing after the additional three weeks given to the dean or director, a report will be submitted to the appropriate Vice Chancellor and copy the Vice Chancellor for Business & Finance.

Assets Missing After Third Notice

If items are still considered missing after the third notice and the Property Management Office has not received a status report from the department, Property Management will take appropriate steps based on an individual basis, including: requiring the department to file a police report, filing a misuse report, awarding additional time to locate items, or deleting the asset from the fixed asset system according to the State Guidelines set forth.

Spot Audits

Departments will be randomly selected for spot audits to determine the accuracy of their inventory.

Equipment Missing After Two Inventory Cycles.

Equipment that is not located by the end of two inventory cycles and still has missing status will be removed from the Fixed Asset files by the end of the next fiscal year.