

TO: _____

FM: Anthony Bly
Property Administrator

SUBJ: Official Verification of State Equipment

Attached you will find two (2) listings of state owned equipment recorded against your custodial authority's inventory account. One of the listings is arranged in numerical order, and the other is sorted by location within custodial authority. **NOTE: The location within custodial authority printout is provided for your convenience only. Please mark and return only the numerical printout.**

The results of this official inventory will be forwarded to the Texas Comptroller of Public Accounts. You may transfer the information gathered during the un-official inventory period just completed onto this inventory. In order to send accurate records, please follow the procedures listed below as you complete this inventory.

Procedures

1. **Verification.**

Using the numerical order printout, indicate all equipment that has been located by placing a check mark in the box located to the left of the UT-D tag number.

Using the numerical order printout, indicate all equipment that has not been located (missing equipment) by placing an X mark in the box located to the left of the UT-D tag number. As a matter of reference, Statutory Requirements dictate that all of the state's equipment must be accounted for or identified as missing through the State Property Accounting System. Please note that any equipment that has been left unaddressed on the Official Inventory Report must be submitted to the agency referenced above as missing on behalf of that department.

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2. **Correct any discrepancies recorded on the listing.**

Line through incorrect information and insert correct information, i.e., addition of model numbers, serial numbers, or room locations.

3. **Return to Property Administration at SB 14:**

1. The Numerical inventory printout,
2. Any completed Property Custody Receipts, if applicable,
3. Any completed Transfer/Release of Equipment forms, if applicable,
4. The Inventory Receipt, completed & signed by the department head.

Any equipment considered excess to a department's needs may be removed from the area and sent to Surplus by completing the relinquishing section of the Interdepartmental Transfer/Release of Equipment form and forwarding the original to Property Administration at mail station SB 14. The department must also submit a work request (attaching a copy of the Transfer/Release form) to Barbara Chitwood, the Physical Plant Job Coordinator, for removal of the surplus equipment by the Physical Plant personnel.

State law requires that each State Agency forward one official inventory on an annual basis to the Texas Comptroller of Public Accounts. Please return your inventory to the Property Administration office by _____ in order for us to complete any additional corrections before submitting the inventory data to the State Comptroller.

Enc: Departmental Inventories (2)
Report of Equipment Located/Not Listed On Inventory form
Transfer/Release of Equipment form
Property Custody Receipt form
Inventory Receipt
Missing or Stolen Report for State Departments, Institutions and Agencies
Computer and Computer Peripheral Disposal Questionnaire