

Annual Inventory Instructions 2025

The purpose of the annual inventory is to verify that you were in possession of (or knew the location of) all the assets on your inventory list.

Your inventory list was generated to show all your assets as of Wednesday, October 1, 2025. Assets that you received after that date will be on next year's list.

Your inventory spreadsheet contains blank columns for entering changes to the description, location, custodian, organization code, or serial number. **Do not add any lines, delete any lines, or make any changes to the existing entries.** Enter all changes in the appropriate blank column only.

The first column on the inventory spreadsheet is the CODE column. All assets should have only one of the following codes entered in that column.

Some computers and laptops will already have an "F" for FOUND in the code column – these computers have been automatically found by the network. You are not required to physically locate these automatically found computers.

| CODE | DEFINITION |
|------|---|
| F | Means FOUND . No further action is needed. |
| T | Means TRANSFER . All transfers require submission of the Etrieve Ownership Transfer Form . |
| MT | Means found but the asset TAG IS MISSING . |
| L | Means LOST . A Provost/Vice President signature is required on the signature page. A police report number is required for any missing assets with an acquisition cost over \$5,000. Contact Property Control before requesting a police report number. |
| ST | Means STOLEN . A police report number is required for all stolen property, regardless of age or value. Contact Property Control before requesting a police report number. |
| S* | Means sent to SURPLUS . Assets picked up by Surplus after Wednesday, October 1, 2024 should be marked as found. |

Your completed inventory packet must include the inventory spreadsheet, the signature page, and all other supporting documents. **Your completed inventory packet must be submitted electronically to propertycontrol@slcc.edu no later than Friday, December 5, 2025.**

*The Surplus code should only be used in a very small number of cases. Assets listed as being sent to Surplus require a completed SLCC Surplus Property Form with the signature of the person from Surplus who picked up the item. Contact Property Control to request any missing Surplus forms.