PROCEDURE LIT.4.04.09
ANNUAL INVENTORY VERIFICATION AND SURPRISE AUDITS

SCOPE: Faculty and Staff

It is important that employees ensure all property under their control is maintained and properly tracked throughout at all times.

1. Inventory Verification and Certification

    1.1. An official inventory verification will occur every Spring.

        1.1.1. Departments are strongly encouraged to do regular self-inventory counts.
        1.1.2. All items should be monitored on an on-going basis by responsible parties.

    1.2. Property Management will require all responsible parties to verify and certify inventory through ICS

    1.3. Any employee failing to complete inventory verification in a timely manner may face disciplinary action.

2. Unscheduled Inventory Audits by Property Management

    2.1. Unscheduled inventory audits are conducted throughout the year by the Property Manager.

    2.2. Responsible parties are accountable for all items they are assigned, even if the items are off campus.

        2.2.1. If items are missing, refer to LIT.4.04.06 Reporting Missing or Stolen Property and notate that the item will continue to be searched for by the Property Manager in future audits but should also be searched for regularly by the responsible party.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents: Missing and Stolen Property Report

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
Reviewed:
Revised: