

Change in Department Head

Summary/Purpose: Steps to take concerning inventory, prior to the Department Head leaving or changing.

Before a department head leaves the university or steps down as department head, he/she should contact the University Property Office and request a complete physical inventory prior to change in department head status so that discrepancies can be resolved.

When the new department head assumes control of the department, the University Property Office should be notified so a complete and current inventory list can be forwarded to the new department head. A physical audit will be completed and the new department head can accept responsibility for the departmental inventory.