

The University of Mississippi

**INTERNAL PROPERTY AUDITS**

**Summary / Purpose:** To notify university departments that annual physical inventories of property are required.

The university's Property Officer is required to perform an annual physical inventory of property within each department. The Property Office will attempt to schedule department audits so they will not interfere with normal department operations. Department heads will be responsible for assigning an individual with knowledge of equipment locations within the department to accompany the property auditor into each area where equipment may be located. Although the property auditor is available to assist in identifying all items of equipment, it is the department head's responsibility to locate and identify all equipment items. The property auditor will also update the equipment's location on the property records if needed.

During the physical audit, the property auditor will also attach labels to any item of equipment or furniture purchased under the required reporting value for the primary inventory.

After the physical inventory is completed and the Property Officer has had an opportunity to review the results, the Property Office will contact the department head regarding any missing item(s). Department heads can ask for additional time to account for the missing item(s), or they can request deletion of the item(s) from their inventory with the proper documentation. Department heads that cannot account for missing inventory and do not obtain approved documentation in order to delete the items from University property records, can be held personally liable to the University for the missing items.

Procedures for deletion and transfer of equipment items are covered in related property policies on the UM Policy Web Site.