

## **Departmental Inventory**

**Summary/Purpose:** Certain specialized operations within a department or isolated area away from the parent office may be established as an individual entity as far as property accountability is concerned.

The smaller the inventory unit, the easier it is to control. Departments desiring to do this should notify the Property Office by memo of their intentions as well as, departmental contacts, so they can assist in identifying the equipment utilized by the special operation and in transferring them to a separate property listing. Ultimate responsibility for inventories of these individual entities will fall on the departmental chairperson. No department has the authority to do this without first contacting the Property Office.