Inventory Control Form Instructions

The Inventory Report has been revised and renamed the Inventory Control Form and works in conjunction with the Request to Dispose of Equipment Form. In addition to adding columns specifically to record model and serial numbers, the Description and Location cells have been revised to wrap to accommodate enough space for adequate descriptions and location of property and the Value cells no longer round the amounts.

Property and equipment costing $1000 or more must be tagged and inventoried by the organization. Items purchased through the University’s purchasing system will also be tagged by the University. Items should be tagged and recorded on the Trustee Account Inventory Control Form upon receipt. This is the recommended time to update the Inventory Control Form as the item’s value is readily available from the invoice and ease of obtaining specific identifying information such as the serial number. It is also best to record the property’s serial number as soon as received to ensure its identification should something happen to it. You will be asked to verify the existence and location of these items annually through the Inventory Control Form.

Although an up-to-date Inventory Control Form must be submitted to the Department of Student Activities (DSA) Business Office no later than June 30th of each year, due to student schedules, DSA requests that the physical inventory be taken and the form submitted by April 1st. The Inventory Control Form is an Excel worksheet and should be completed in Excel to maintain legibility and accuracy.

Tagging the Inventory and Completing/Updating the Trustee Account Inventory Control Form:

Pre-numbered tags are supplied by DSA. Each tag is numbered and state “Property of the University of Connecticut <organization name>” for example:

Property of The University of Connecticut
Nutmeg Yearbook
200

Tags must be used in numerical order.
Affix tag to property in a location where it will not easily come off.
Record the property information in the Inventory Control Form on the line corresponding to the tag number.

Recording the Inventory on the Trustee Account Inventory Control Form:

Tag No.:
One item per tag.

Date of Purchase:
Record the check date.

Item Description:
Specify type of item so anyone not in the industry would know what the item is.
Incorrect example: Panasonic WV-F250
Correct example: Camera - Panasonic video camera
Complete serial number (if applicable)
Model #:
Specify model number (or name)

Serial #:
Specify serial number

Value/Purchase Price:
Include all costs associated with rendering the item functional.
Estimated market value of donated items.

University Tag No.
University Tag No. if applicable.
(University Tags may be metal (old tags) or white labels with a bar code and number)

Location of Item:
Record where the item can be found. i.e. Student Union room 219.
USG must include the name of the student organization that is responsible for the equipment.

Date Discarded:
The date approved by DSA on Trustee Account Request to Dispose of Equipment Form.
If item was disposed, leave Value/Purchase Price blank.

Taking the Physical Inventory and Updating the Inventory Report/Control Form:

The physical inventory must be taken at least once a year at the end of spring semester and the form submitted to DSA by April 1st.

- Print or make a copy of it to mark up during the inventory taking.
- Physically view each item on the list to attest to its existence and location.
- Record change of location if needed.
- If item was approved to be disposed by DSA, record the date of approval by DSA found on Trustee Account Request to Dispose of Equipment Form.
- Update the Inventory Control Form with current information as described above.

Printing the Inventory Control Form:
To avoid printing blank pages at the end of the form, please select the contents to print.