

Completing the Annual Self Audit

UNIV Capitalized Assets

1. Verify accuracy of capitalized asset information (Location, tag number, serial number, etc.) and make any necessary changes in The Asset Management System within the Financials System. Each asset must include a location and custodian in your review.
2. When necessary, send all completed Transfer, Agreement For Assignment of University Equipment (UNIV Permission to Use Equipment Off-Campus Form), Additional Items, and/or Application For Asset Retirement Forms to University Asset Management. Assets that need to be retired must include the date of the item last sighted and by whom plus a full explanation of circumstances of loss or destruction. For stolen equipment, a copy of the police report is required. Interactive forms are available <http://www.controller.osu.edu/forms/forms.shtm#am>
3. Capitalized assets needing to be surplusd must be processed through the Surplus Property Management System. Information regarding the surplus system can be found at <http://surplus.osu.edu/>
4. Complete and obtain all appropriate signatures for the Physical Inventory and Equipment Review Report Certification Form(s) located at the end of each Org/Dept's asset detail report and return to University Asset Management by August 31.
5. Contact Asset Management at assetmanagement@osu.edu or 292-6048 for any questions or concerns.

OSP Capitalized Assets

1. Verify accuracy of capitalized asset information (Location, tag number, serial number, etc.) and make any necessary changes in The Asset Management System within the Financials System. Each asset must include a location and custodian in your review.
2. Assets that need to be retired should be described in detail on department letterhead, with an explanation of why it should be retired. The letter must be signed by the Dean/VP or Designee and sent to The Office of Sponsored Programs.
3. Complete and obtain all appropriate signatures for the Physical Inventory and Equipment Review Report Certification Form(s) located at the end of each Org/Dept's asset detail report and return to University Asset Management by August 31.
4. Contact The Office of Sponsored Programs at <http://osp.osu.edu/> Adam French at french.556@osu.edu for any questions.

UNIV Non-Capitalized Assets

1. Retire any non-capitalized assets you no longer have or do not wish to track, or notify Asset Management in writing if you wish to have them retired for you.
2. Verify accuracy of asset information (location, tag number, serial number, etc) and make any necessary changes in The Asset Management System within the Financials System.
3. Non-Capitalized assets needing to be surplusd must be processed through the Surplus Property Management System. Information regarding the surplus system can be found at <http://surplus.osu.edu/>
4. Complete and obtain all appropriate signatures for the Physical Inventory and Equipment Review Report Certification Form(s) located at the end of each Org/Dept's asset detail report and return to University Asset Management by August 31.
5. Contact Asset Management at assetmanagement@osu.edu or 292-6048 for any questions or concerns.