Instructions for Completing the Annual Self Audit

UNIV Capitalized Assets

- Verify accuracy of capitalized asset information (Location, tag number, serial number, etc.) and make any necessary changes in The Asset Management System within The PeopleSoft System. Please include any missing locations and/or custodians in your review.

- When necessary, send all completed forms (Retirement, Transfer, Agreement For Assignment of University Equipment (UNIV Permission to Use Equipment Off-Campus Form), Additional Items or Police Reports) to Asset Management. Interactive forms available on our website at Asset Management Forms.

- Capitalized assets needing to be surplused must be processed through the Surplus Property Management System. Information regarding the surplus system can be found at Surplus Home.

- 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.

- Contact Asset Management at 292-6048 for any questions or concerns.

UNIV Non-Capitalized Assets

- 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.

- Verify accuracy of asset information (location, tag number, serial number, etc) and make any necessary changes in The Asset Management System within The PeopleSoft System.
Non-Capitalized assets needing to be surplused must be processed through the Surplus Property Management System. Information regarding the surplus system can be found at Surplus Home.

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.

Contact Asset Management at 292-6048 for any questions or concerns

OSURF Capitalized Assets

Verify accuracy of capitalized asset information (Location, tag number, serial number, etc.) and make any necessary changes in The Asset Management System within The PeopleSoft System. Please include any missing locations and/or custodians in your review.

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/Chair and sent to The Research Property Department.

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.

Contact The Research Property Department at http://rf.osu.edu/staff/ or Aaron Odenweller at odenweller.23@osu.edu for any questions.