

## **BCOE Physical Inventory Checklist**

**For ALL inventory items, the following fields must be verified on the Physical Inventory Worksheet (FA03) and/or Fixed Asset List (FA01) and updated within the Escape software:**

**Location** – Physical location of the item

**Room** – Room number or area description

**Tag #** – Number found on BCOE identification tag

**Group** – i.e. Technology, Equipment, Furniture, Keys, etc.

**Category** – Sub-category of group, i.e. (for Technology) Laptop, Printer, Fax, etc.

**Serial #** – N/A if not applicable

**Manufacturer/Model Number** – Manufacturer/Model, i.e. Dell Latitude E5770

**Status Comment** – Item's CONDITION: NEW, EXCL (Excellent), GOOD, FAIR or POOR

**Department** – Responsible department

**Responsibility Code** – Manager code of the Responsible Employee's immediate supervisor

**Status** – Active or Disposed, not Pending

**Unit Cost** – Includes shipping, taxes and all acquisition fees

**Responsible Employee** – Person using equipment. *Please contact Financial Services for employee assignment/re-assignment.*

**Inventory Date** – Date of physical inventory. This will be created when the inventory updates are posted in the Escape inventory module.

*Please note: Financial Services does not require the retention of any documents. This will be at the program manager's discretion and will be retained within the program.*