



**CVM
Policies and
Procedures
Handbook**

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for Establishment and Maintenance*
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**Equipment Inventory Maintenance Policy
College of Veterinary Medicine**

The Building Services Manager will be responsible for maintaining the College equipment inventory records and will be the College contact with the University's Property Control Office.

The College inventory will be divided by Program / A/S Service Area with the Program Managers/Directors and A/S Coordinators responsible for maintaining their inventory in a manner consistent with University policy. This will include assisting University and/or State Auditors in conducting equipment audits as required.

Procedures for Establishment and Maintenance of College Equipment Inventory

1. When equipment is ordered a copy of the purchase order will be sent to the Program Manager/A/S Coordinator & Building Services Manager.
2. When the equipment is received by the College, an equipment approval form will be sent to the appropriate Program Manager/A/S Coordinator to be completed and returned to the Building Services Manager.
3. With the information provided on the equipment approval form, the Building Services Manager will complete the necessary paper work and forward it to the Property Control Office on campus.
4. Property Control will assign an inventory number to the equipment and send an inventory bar code sticker to the Building Services Manager to be attached to new equipment items.
5. The inventory bar code sticker along with an inventory report form will be sent to the appropriate Program Manager/A/S Coordinator. The bar code sticker should be attached to the equipment at this time.
6. Program Managers/A/S Coordinators are responsible for notifying the Building Services Manager of any permanent equipment location changes or transfers to other Programs/A/S Service Areas. An Intra-College inventory transfer form must be used for this purpose. The inventory database will be changed to reflect new location.

7. Any equipment loaned to other MSU departments or equipment taken out of the building by CVM personnel must have an Equipment Hand Receipt Report form completed by Program Manager/A/S Coordinators and kept on file in their office. This form should also be used for equipment assigned to CVM personnel such as cellular telephones and dictation equipment. University policy requires these forms to be updated every six months.
8. Any equipment needing disposal or transferal permanently to a MSU Department must have a Property Disposal Report or Request For Interdepartmental Transfer of Property form completed by the Program Manager/A/S Coordinator and sent to the Building Services Manager. The appropriate University forms will then be completed and forwarded to Property Control.

Forms can be downloaded from the Mississippi State University Property Control web site: www.property.msstate.edu

Approved: Kent H. Hoblet 10/4/12
Kent H. Hoblet, Dean Date