



**THE AMERICAN UNIVERSITY IN CAIRO**  
**SUPPLY CHAIN MANAGEMENT OFFICE**

**Equipment Inventory Checklist**

\*\*\*For Departmental use only – Do not return\*\*\*

Please complete the following checklist before returning inventory. If any of the following items have not been completed, your inventory will be returned to you requesting the appropriate forms, additions, or corrections. If you need any assistance in providing the necessary information or documentation, please contact us.

- Is the following information on the last page of the inventory complete?  
Dept Head or Responsible Party Signature, Date, Verified By, Telephone Number.
- If the Responsible Person listed at the top of the inventory has changed, have you Advised the property inventory control office ?
- Are all building numbers (Do not leave any blank) and room numbers (if applicable) correct?
- Are all serial numbers correct? (Do not leave any blank)
  - Equipment that does not have a serial # mark "N/A"
- Are all inventory numbers correct? (Do not leave any blank)
  - Tag equipment that has not been previously tagged and update asset in SAP.
  - Equipment that is Untagable mark "UNTAGBL" and update asset in SAP
  - If a tag number has fallen off a piece of equipment, complete a Duplicate Tag should be requested from inventory control office.
- Are all forms for Surplus, Transfers, etc. enclosed? (Notations on the inventory are Helpful, but the equipment cannot be added or removed from inventory w/o forms)
- Are Damaged, Missing or stolen Report enclosed for equipment that cannot be located?
- Do all forms have appropriate signatures?
  - Surplus form – Department Head and Warehouse
  - (Transfer) – Current Custodial Department and Receiving Department