MISSISSIPPI STATE UNIVERSITY®

Administrative Change in Leadership
Physical Inventory Report

Instructions for Outgoing Administrative Leader:

Prior to a change in the administrative leadership of a department, the appropriate Vice President, Dean or Director shall delegate the responsibility of performing a physical inventory of departmental equipment so that discrepancies can be resolved prior to departure of the individual from the position. The Administrative Change in Leadership Physical Inventory Report can be found at www.property.msstate.edu/forms. A formal report of the physical inventory results shall be provided through the supervisory chain of command up to the Vice President and a copy of the final report shall be forwarded to Receiving & Property Control for the record.

Agency	Dept. Id	Department Name	Date

Mail Stop	Department Contact	Phone Number

_____ All inventory items have been physically located and seen

_____ All hand receipts are updated and signed by the property contact and person responsible for the item

_____ Date-stamped photos have been obtained for items on Hand Receipts that have not been visually inspected (Should include photo of barcode & serial number)

_____ All inventory items that were not located and were not on a Disposal or Transfer Form have an Affidavit and Police Report filed

_____ All Acquisition Forms have been submitted for any outstanding equipment purchases

_____ All inventory items have barcodes attached

_____ All item locations are updated in InCircuit (building, room, and person responsible)

Vice President: _____

Printed Name **Signature** **Date**

Dean, Director, Department Head: _____

Printed Name **Signature** **Date**

Original - Vice President · Copy - Dean, Director, Dept. Head, Receiving & Property Control

Receiving & Property Control · P.O. Box 6177 · Mississippi State, MS 39762 · Phone (662) 325-2545 · Fax (662) 325-4551