



Administrative Change in Leadership
Physical Inventory Report

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. 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 shall be forwarded to Receiving & Property Control.

This form prepared by:

Name: _____ Phone: _____ Date: _____
Agency: _____ Dept Code: _____ Dept: _____ Dept Head: _____

Actions Checklist - Mark All That Apply

- Checkboxes for: All inventory items have been physically located; All inventory items are properly marked with an inventory number/barcode label; All Hand Receipts are updated and signed by the Department Inventory Representative and Person Responsible for the item(s); Date-stamped photos have been obtained for items on Hand Receipt that have not been physically inspected (photos should show inventory number/barcode label and serial number); Inventory items not located should be included on a Disposal Form or Transfer Form and forwarded with this report to Receiving & Property Control to be processed; An affidavit is attached for items reported as improperly disposed by department personnel; An affidavit and police report is attached for items reported as lost, missing or stolen; Acquisition forms have been submitted for any outstanding equipment purchases; Current building, room, and person responsible data has been updated in InCircuit.

APPROVALS: TYPED NAME SIGNATURE DATE

Vice President: _____

Dean, Director, Unit Head: _____

Property Control Use Only:

Agency: _____ Trans Code: _____ Rpt No: _____ Mo/Yr: _____ Initials: _____ Date: _____

Original - Receiving & Property Control

Copy - Departmental File

General Instructions

This form prepared by	Name, phone number of person completing form - for contact purposes.
Phone	Phone number of person completing the form.
Date	Date of form completion.
Agency	Select the appropriate agency related to the department inventory.
Dept Code	Code assigned to department.
Dept	Name of department associated with equipment inventory report.
Dept Head	Unit head of department.
Actions List	Check all boxes that apply.
Approvals	Approval signatures of Vice President, Dean/Director/Unit.
Complete and forward to:	Receiving & Property Control (RPC) P.O. Box 6177 Mississippi State, MS 39762 Mail Stop 9605 Phone: (662) 325-2545 Fax: (662) 325-4551

Maintain a copy of this form in departmental file for audit purposes.