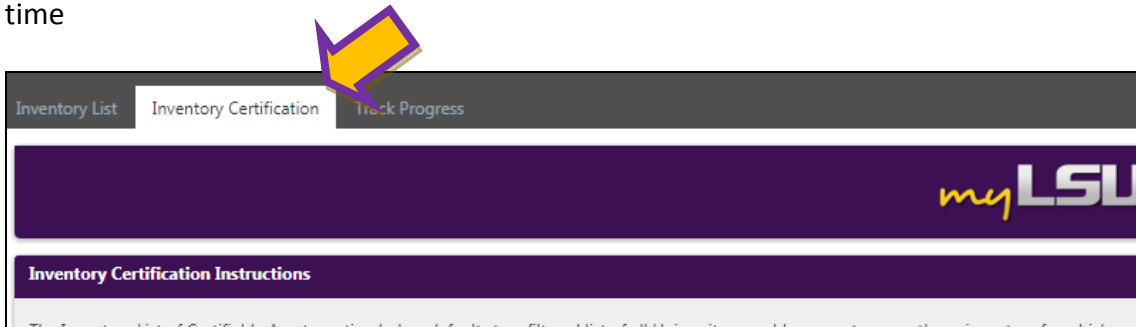


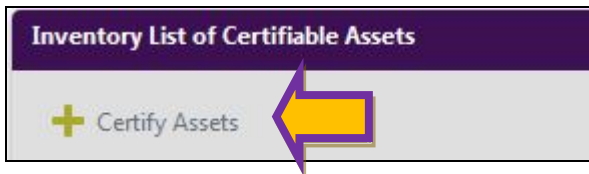
**INSTRUCTIONS FOR COMPLETING THE
DEPARTMENTAL INVENTORY CERTIFICATION**

Inventory Certification Steps

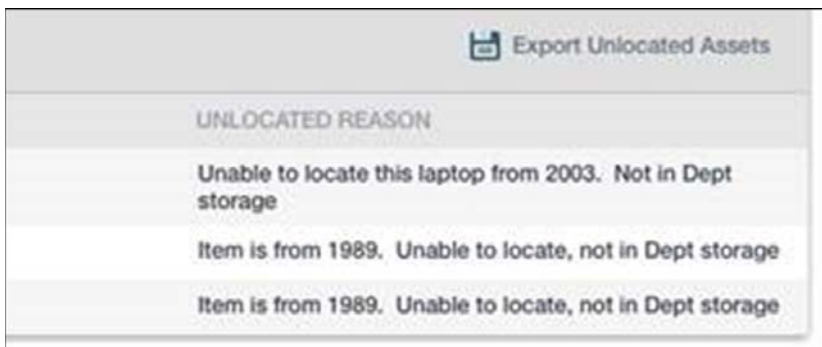
1. Using your desktop computer go to: myLSU > Financial Services > Inventory Scanning Application
2. From the Inventory Certification tab (second tab), review your inventory list one final time



3. If all of the information on your inventory list appears correct, click on “Certify Assets”



4. In the Unlocated Asset section, each unlocated asset must be notated with an “Unlocated Reason”



- Once all unlocated assets have a reason entered, you are now ready to confirm your certification.

PLEASE REVIEW AND CONFIRM THE ITEMS LISTED BELOW PRIOR TO SUBMITTING INVENTORY

- All total asset counts and dollar amounts provided below have been reviewed and confirmed for your respective unit(s).
- All located and unlocated counts and dollar amounts below have been reviewed and confirmed.
- All items included in the Unlocated Inventory list below have been reviewed, and a brief explanation of the reason the item is not located is entered for each item in the list. Examples of acceptable explanations are:
 - Asset lost due to theft (copy of police report or an affidavit of lost/stolen LSU property must also be submitted to LSU Property Management); Must specify Forced or Non-Forced Entry
 - Asset previously dismantled/scrapped/sent to surplus (A copy of the related Asset Action Request will need to be sent to Property Management)
 - Asset's last known location or user
 - Any other information gained during the search

Unlocated Assets Summary

Total Count :	196	Total Cost :	\$834,166.23
Unlocated Count :	3	Unlocated Cost :	\$5,476.00
Located Count :	193	Located Cost :	\$828,690.23

Unlocated Assets Comments

Refresh Export Unlocated Assets

TAG NUMBER	ASSET COST	ASSET DESCRIPTION	UNLOCATED REASON
635111	2,741.00	COMPUTER: LATITUDE PENTIUM 1.7GHZ	Unable to locate this laptop from 2003. Not in Dept storage
511353	1,679.00	TUNER F/WIRELESS MIC	Item is from 1989. Unable to locate, not in Dept storage
511350	1,056.00	TRANSMITTER F/WIRELESS MIC	Item is from 1989. Unable to locate, not in Dept storage

By clicking this box, I am confirming that I have carefully reviewed the instructions for updating my departmental inventory list, have reviewed my unit's inventory list to include the final totals of located and unlocated assets, have carefully reviewed the list of detailed unlocated items, and hereby submit and certify that this departmental inventory for all items in this current inventory cycle is correct to the best of my knowledge.

- In the above screenshot, the red circle is highlighting a gray box that must be checked before you are allowed to click "Confirm". The box is light in color and sometimes difficult to see on some computer monitors.*

- After confirming the certification (Asset Custodian), the inventory must now be certified by the Department Head.
 - The process for Department Head certification is identical to the Asset Custodian process with the exception of Step 4 (entering the "Unlocated Reason"), which has already been completed.*
 - If you are unsure of who has the role of Department Head for the related cost center(s), please contact Property Management at: property@lsu.edu*