

Required Attendees:

1. Head of the Department as the fiscal authority for the department unit
2. DPC and/or Capital Asset Managers for the department
3. Property Management Department Manager
4. Property Management Inventory Specialist
5. Campus Services Representative

Optional Attendees:

1. Asset Representative or other relevant Department Representative
2. BFS Controller or his/her delegate
3. FO for the department

Prior to the meeting, Property Management will provide:

1. Inventory statistics
2. Asset records for unfound items
3. Steps taken to locate asset(s)
4. Recommendations on procedure enhancements

Department will Provide:

1. A detailed explanation for each unfound asset including:
 - a. Timeline
 - b. Chain of custody
 - c. Explanation of steps taken to locate asset
2. An outline of current capital asset management practices
 - a. Identify the procedure that led to the missing item(s)
3. Capital asset management enhancements to be implemented
 - a. Include rollout dates
 - b. Include training plans
4. Updated Property Accountability Authorized Signer sheet for capital and non-capital equipment management designations

Conclusion:

1. The group will agree upon procedure enhancements to better manage capital assets going forward
2. The Head of the Department will sign the inventory certificate and the action plan
3. The Property Management Department Manager will sign the action plan for submission to the BFS Controller and CFO.