NOTES:

AFD has formalized a Certification Process for the annual physical inventory of property. The purpose of a physical inventory (a CSU requirement) is to maintain accurate asset records and reduce risk of theft and misuse of University property. One person in each College/Non-Academic Division has been established as the AFD Business Contact (ABC). The role of this partner is to serve as an administrative contact for the Department Heads/Authorizing Officials (DH/AO) for the Certification process and to assure the return of the signed Certification Forms and any Report revisions to Property Accounting by the due date provided.

BACKGROUND / SCOPE:

CSU policy requires Property Accounting to complete a physical inventory of all capital and non-capital property (deemed taggable) annually. The completed inventory must be reviewed and approved by Management. To ensure proper segregation of duties, this physical inventory cannot be conducted by the custodial department; however, the custodial department continues to be responsible for the tracking of property under their purview no less than annually.
The Certification process is the mechanism by which the results of the physical inventory performed by Property Accounting are shared with Campus Management for review, revision (if necessary), and approval prior to the removal of any items not found from the system.

During this process each Department is provided an opportunity to find any assets not found during the physical inventory. Those remaining unfound are reported as missing to the Division VP, Property Survey Board, and the Information Security Office (those containing Cal Poly protected data). Upon receipt of the Certification Form signed by the Division VP, Property Accounting will remove any items remaining on the Items Not Found Report from inventory and record them as missing in the system. For additional information on the Physical Inventory process:
https://afd.calpoly.edu/fiscalservices/propertyaccounting.asp

**Physical Inventory Pre-Certification Process:**

1) The following is sent via email to each Department Head (DH):

   A. **Department Head Level** (reflecting Summary of all Dept IDs) - 1 file for each DH containing:

      - Physical Inventory Pre-Certification Form – DH Signature Required *
      - Items Not Found Report (subset of Total Inventory Report) – if applicable
      - Total Inventory Report
      - Certification FAQs

      * Note: DH signature on Pre-Certification Form only acknowledges:

      - They have been provided the results of the annual campus-wide physical inventory (including items not found) and have submitted any necessary corrections to Property Accounting by the due date provided
      - Protocols established by the Cal Poly Information Security Office have been followed for all missing items that contain Cal Poly Protected data

   B. **Dept ID Level** - 1 file for each Dept ID containing:

      - Items Not Found Report (subset of Total Inventory Report) – if applicable
      - Total Inventory Report

2) Departments will be given a set period of time to review the Reports, confirm possession of Inventory on hand, and find those on the Items Not Found Report.

3) Upon completion of the review, the Department will make any revisions necessary to the Reports (noting the appropriate tag # and location (Bldg/Room #)) either on the Reports themselves or in a supplemental file/email; sign the Pre-Certification Form**; and return both the revisions and signed Form to property-accounting@calpoly.edu by the due date.

** Note: If a signed Pre-Certification Form is not returned to Property Accounting by the due date, the data per the Form & the accompanying Reports is considered final and will be reported as is with the Certification Form sent to the Division VP for approval. All items included in the Items Not Found Report will be reported as missing to the Division VP, Property Survey Board, and the Information Security Office and removed from the system.
4) The Property Accounting Department will reflect any revisions to the Reports received from the Departments in the Asset Management System and generate updated Reports reflecting the revisions / representing the final Inventory to be sent to the Division VPs for Certification.

Physical Inventory Certification Process

1) The following is sent via email to each Division VP (reflecting Division level data):
   - Physical Inventory Certification Form – reflecting the final Inventory
   - Final “Items Not Found” Report
   - Final “Total Inventory” Report

Instructions:
The Certification Form is to be signed by the Division VP.
(Note: The Division VP signature represents their approval of the final Inventory findings.)

2) Division VP will be given a set period of time to review and approve the Reports. Upon completion of the review, the Division VP will sign the Certification Form and email it and the Reports to Property Accounting (property-accounting@calpoly.edu) by the due date.

3) Upon receipt of the signed Physical Inventory Certification Form for each Division, property remaining on the Items Not Found Report will be reported as missing to the Property Survey Board and the Information Security Office and removed from the Asset Management System.

CONTACT(S):

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Accounting</td>
<td>(805) 756-2570</td>
<td><a href="mailto:property-accounting@calpoly.edu">property-accounting@calpoly.edu</a></td>
</tr>
</tbody>
</table>