

The University of Iowa
Capital Assets Management
Department Conducted Inventory

Step	Action	Responsibility
1	Send communication to Department Administrators reminding them to update roles & clarify that if no role is populated, then the Department Administrator will be the default person in the role.	CAM Staff
2	Review the following role(s) in Institutional Roles application: Role Category: Capital Assets Roles: Inventory Contact & Inventory Sub-contact <i>Please send any updates or changes to CAM@uiowa.edu</i>	<i>Department Administrator</i>
3	Create <i>Inventory Report</i> for each department with non-tagged or Off Campus equipment.	CAM Staff
4	Email <i>Inventory Report</i> with instructions & due date to each department's <i>Inventory Contact</i> .	CAM Staff
5	Return updated <i>Inventory Report</i> including any changes to records.	<i>Inventory Contact</i>
6	Submit Workflow approval form for any equipment retirements or transfers.	<i>Inventory Contact</i>
7	Update PSAM asset records based on returned <i>Inventory Reports</i>	CAM Staff
8	If Inventory Report was not returned 100% complete, then create a new variance report and repeat Steps 4 thru 7 until the inventory has been completed.	CAM Staff
9	When inventory is 100% complete, initiate Inventory Letter of <i>Certification form</i> in Universal Workflow: <ul style="list-style-type: none"> • Use Institutional Role for approval path (will automatically use the Department Administrator for each department) • Attach the completed inventory • Include the notes that indicate which assets were not found. • Include the "last found date" 	CAM Staff
10	Approve <i>Certification Form</i> in Universal Workflow.	<i>Department Administrator/ Inventory Contact</i>