

OFFICE OF PROPERTY CONTROL
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GUIDANCE ON LETTER FROM DEAN - UNABLE TO LOCATE ASSETS

In an effort to make the departmental inventories as accurate as possible, prior to removing assets from the inventory, the following steps should be used as a guide. The Office of Property Control will verify that all items removed have been processed prior to returning an updated copy of your inventory for your records.

Steps to follow:

1. Perform a wall to wall Inventory, including office spaces and storage spaces.
2. Perform a double verification of inventory when unable to locate assets.
3. Communicate with the custodian, project director, lab manager, etc.
 - a. Where could the asset have gone to?
 - b. Where is the last known location?
 - c. What was the last known date it was in possession?
 - d. If it was sent to Property Disposition, do we have a initialed Declaration of Surplus (DOS), and if not, do we have the DOS it was sent over to Property Disposition on?
 - e. If destroyed in a natural disaster, where is the documentation for Risk Management?
 - f. If taken/stolen, where is documentation from DPSS?
 - g. If expended during research, what evidence do we have? Was there anything left to scrap, and why was it expended?
 - h. Did it transfer to another unit or another institution, and do we have proof of transfer?
4. Perform search of DOS forms, or Risk Management Documentation and provide to Property Control.
5. Perform search of EHS documentation and provide to Property Control.

Once all steps have been taken, the following must be included in your letter:

- Item tag number(s)
- Acknowledgement from the department chair/unit, head/dean, or director stating that all efforts to locate the equipment have been exhausted and that the items should be removed from the inventory.
- A summary of steps taken and findings, which will be reviewed by Property Control and Financial Operations for final determination if an asset can be removed from inventory.

Please contact the Office of Property Control at property.control@umich.edu with any questions.