

SPONSOR PROPERTY INVENTORY CHECKLIST FOR FEDERAL/GOVERNMENT TITLED EQUIPMENT

Verify Correct Property Labels on Asset

- _____ *Property of the Federal Government* label adhered to the asset
- _____ If an asset is sensitive and not suitable for tagging, verify the departmental property folder has the following information on file: the physical tag assigned, copy of purchase order, asset detail and location information from FSO's Capital Asset Management and a photograph is encouraged

Equipment Use and Functionality

- _____ Inspect asset to ensure it is still in use and functional
- _____ Verify that the asset is being used on an active federal award

IF either question above is answered NO – Contact SPS Property to begin disposition instructions

**** DO NOT send Sponsor Titled Assets to Surplus without contacting SPS Property ****

Verify Asset Information is FSO Property System is Accurate

- | | |
|--------------------|---------------------|
| _____ Tag Number | _____ Asset Number |
| _____ Model Number | _____ Serial Number |
| _____ Manufacturer | _____ Description |
| _____ Location ** | |

** Verify the off-campus location form is complete and accurate

IF any of the above asset information does not match the FSO Property System, please contact FSO Property to have the asset record updated

Other Items to Consider

- _____ When a federally titled asset has been abandoned to the University, ensure S-Tag and *Property of the Federal Government* labels have been removed
- _____ If asset has been delivered to sponsor, send shipping documentation to SPS Property in order to remove from inventory
- _____ Contact SPS Property with questions regarding Sponsor Titled Assets