

EQUIPMENT INVENTORY QUESTIONNAIRE (EIQ)

Interviewee/ Title:

Name of Audited Unit:

Completed By/ Title:

Date:

A. Equipment Inventory

1. Who is the department's official equipment custodian?
2. Who has the capability to submit equipment modification requests (online EMIR) in BETS?
3. Who certifies the BET920?
4. Who maintains equipment location records in BETS on a day-to-day basis?
5. Who performs the physical inventory of equipment?
6. When was the last physical inventory of equipment performed?
7. How often is a physical inventory of equipment normally performed?
8. When was the last BET920 report returned to Equipment Management?
9. Has the department opted to record, in BETS, equipment that is valued below the campus' current dollar-value inventory threshold?

B. Equipment Controls

1. Are all inventorial equipment items marked with University property numbers?
2. Does the department have an adequate system for tracking the exact location of all inventorial equipment?
3. To what extent does the department monitor its population of "transitional" equipment (that is, items that were previously inventoriable but are now below the inventorial value threshold, and yet are not fully depreciated and have not been formally disposed)?
4. Is any UC equipment on loan outside the department or at faculty, staff, or students' homes?
5. How does the department dispose of excess equipment items that are inventorial?

C. Shops and Labs

1. If the department has benchstock (miscellaneous small parts, for example, in a shop), is it adequately safeguarded, and accounted for?
2. Are tools in a shop engraved or otherwise controlled to prevent theft or loss?