

# Inventory

All colleges are required to keep accurate inventory records as per the university policy found on the web under A-Z, Policies & Procedures Manual, Finance-05-31 Inventory/Property Management. This policy explains the acquisition, transfer, and disposal processes. Requisitions for any items requiring inventory should be placed directly on the FOAP of the department of the college responsible for inventory of the item. This will place the item on the correct report provided annually by Finance for verification.

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