**When is the fixed assets inventory conducted?**

**Tell Me**

1. Annually, and the timing varies.
2. The Inventory Control department verifies 100% of a department's fixed assets once each fiscal year.
3. Each department will be contacted by Inventory Control to schedule a verification.
4. For more information on inventory, see the *Procedures Supplemental to Policy Statement 601.15, Control and Management of University Equipment & Other Property.*

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**Related FAQs**

- Can I still use the Excel-based paper Fixed Assets forms?
- How do I dispose of an asset that is being returned to the vendor?
- Where should I enter an account code in 49er Mart?
- How do I verify who the authorized fixed asset disposition approver is for my area?
- Who is responsible for safeguarding fixed assets?