



**Alcorn**  
State University

**TO:** Alcorn State University Employees

*Torrey Turner*

**FROM:** Mr. Torrey Turner

Director of Property Management

**DATE:** May 25, 2017

**RE:** Annual State Audit

It is mandated that all State agencies inventory be audited annually by a Representative of the State of Mississippi. In recent years Alcorn State University's audit has been conducted during the summer months so we need to begin our preparation for this year's upcoming audit. To ensure we are prepared, each department should perform the following:

- Make sure a hand receipt is available for inventory item(s) that are being used off campus, no exceptions.
- Request a disposal and removal of all broken equipment immediately.
- Maintain documentation for any equipment that is being repaired by CITS.
- Make sure that every inventory item(s) appearing on your department printout is available to be seen for audit purposes, unless a hand receipt is available.
- Post a list of all equipment in each office with employees' signature for accountability.
- Make sure all lease and rental property are properly tagged.
- Make sure all inventory property is tagged with an acceptable bar code label.
- Report any lost and stolen equipment immediately to the Police Department and Office of Property Management.
- Make sure all ASU inventory tags are visible prior to the State Auditor's arrival.
- All equipment must remain in the department until the audit is completed

cc: Carolyn DuPre', Vice President for Finance and Administrative Services