

**Internal Management Review  
Inventory/ Fleet Management Checklist  
FY 2019**

**GENERAL OFFICE**

- A Annual Inventory Certification in LF and AG-308 on file for missing or stolen items
- B AG-311 Form Documentation on file for items used away from office
- C Review sample of inventory items for property location - pictures can be used to verify where appropriate
- D Review sample of inventory items for tags - pictures can be used to verify where appropriate
- E Extension District Office: email request for photographs of items

**VEHICLE INFO**

- F Confirm mileage logs reported in LF in timely manner
- G Confirm inspection, repair, and maintenance records report in LF in timely manner
- H Review sample of mileage logs to ensure activity logged and # passengers documented
- I Verify entries to TxFOS are made in timely manner and all info is being reported
- J Ensure vehicles have correct decals
- J1 Ensure vehicles license plate matches the inventory #
- J2 Ensure vehicles have current registration
- K Verify TAMUS auto liability plan certificate present in vehicle
- K1 Verify AG financial responsibility letter present in vehicle

**LIVESTOCK**

- L Verify most recent two quarters of livestock inventory reports. Filed on time? Sales reconciled appropriately to deposits?
- L1 Confirm most recent quarter report beginning balance ties to ending balance of previous report.
- L2 Verify math accuracy of most recent report