

Internal Management Review Inventory/ Fleet Management Checklist

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**