

FORM # 8 INSTRUCTIONS

Instructions for the University of South Carolina Inventory Control Deletion Request Form # 8.

1. Please print and distribute copies according to this outline:
 - a. MAIL two copies of the Form 8 with all supporting documents to Law Enforcement and Safety.
 - b. MAIL a third copy to Consolidated Services for immediate notification of missing property.
 - c. EMAIL a fourth copy to PHYSINV@mailbox.sc.edu to notify the Asset Management team to remove from inventory.
 - d. RETAIN a fifth copy for your immediate files.
2. Fill in the date form is completed.
3. Fill in the Police Report Number which is listed as the incident Report Number on the Police Report.

Upon completion of the inventory, any item(s) lost, missing, or stolen, you are required to report the item(s) to the University of South Carolina Police Department so a written report can be taken. A copy of the report will be submitted with the Inventory Control Deletion Request Form # 8 being forwarded to Law Enforcement and Safety.
4. Fill in the space provided the Campus name the Form # 8 is being submitted.
5. Fill in the space provided the Department/College name the Form # 8 is being submitted.
6. Fill in the space provided the Location (Building Name) the Form # 8 is being submitted.
7. The Entire section would be completely filled out. Any column left blank will result in delay of the deletion investigation. The Form # 8 will be returned to your department if all areas have not been filled in.
 - a. Fill in complete description of item.
 - b. Fill in USC Tag # listed on item, or Asset # from inventory listing.
 - c. Fill in Manufacturer Serial Number listed on item.
 - d. Fill in the cost of the item.
 - e. Fill in the room number the item was last seen/accounted.
 - f. Fill in the name of the last individual held responsible for the item listed. Also provide a phone number where the person can be contacted.
 - g. Indicate the reason the item should be deleted. Example: Missing, Lost, or Stolen. Please have each individual held responsible for item(s) listed, submit a memo as to why each item is requested for deletion.
8. Please submit explanation of corrective action to prevent further loss of University of South Carolina property. Attach addendum if necessary.
9. Print in the space provided the name of the individual submitting the Form # 8 and the telephone number where they can be contacted.
10. Print in the space provided the name of the Department Head with mailing address.
11. Obtain a signature in the space provided of the Department Head, Dean, or Vice President and a telephone number where they can be contacted.
12. Obtain a signature in the space provided of the VP of Law Enforcement and Safety as well as the Assoc VP and Controller. PHYSINV@mailbox.sc.edu can help facilitate the Associate Vice President's signature.

For Policy and Procedures refer to your Policies and Procedures Manual (Section: Business and Finance, Subject: Property Accountability, Number BUSF 5.00)

Items that have been cannibalized for parts, traded-in on a purchase order, or returned to the vendor do not require approval through the President to have them removed from departmental inventory. Items that are to be cannibalized for parts must have approval via visual inspection by Inventory Control personnel before they will be removed from departmental inventory.

Items that are no longer useful to the department must be turned-in to the Inventory Control Warehouse, regardless of condition, be using the Inventory Form # 7 - Equipment Furniture Removal Request. Property may not be disposed of by the department without first going through Inventory Control.

Examples which require reporting:

- a. change in building and room location
- b. transfer to another department (account number, building and room number)
- c. worn out or otherwise declared surplus (These items must not be discarded but transferred to Inventory Control; before a department may cannibalize worn out equipment, these items must be verified and approved by Inventory Control)
- d. trade-in (must be reflected on Purchase Requisition and subsequent Purchase Orders)
- e. any abandoned property found (report to University Police)

University property may be used for official University use only. Property will not be removed from University premises except by written formal authorization from vice presidents, deans, or department heads.

Departments not complying with these Policies and Procedures are subject to Personal Liability.