

UCSD - Audit & Management Advisory Services

Department _____ - Internal Control Questionnaire

Subject: Equipment Inventory

Person Completing ICQ:	
Date:	
OBJECTIVES	
The auditor will use the ICQ answers to assist in accomplishing the following objectives:	
o To analyze and evaluate the accounting and administrative controls over equipment.	

ICO QUESTIONS		YES	NO	N/A	COMMENTS
1	Describe how equipment on the UCSD Equipment List is controlled by your department.				
2	How often do you conduct an equipment inventory?				
3	When did you conduct your last inventory?				
4	Are differences between the inventorial listing of equipment and the actual equipment on hand reported to Equipment Management by updating the Campus Asset Management System (CAMS) and notifying Equipment Management of changes?				
5	Is all inventorial equipment marked with the UCID number?				
6	Are locks changed that secure valuable equipment whenever key holder terminates or transfer from the department?				
7	Are equipment purchase requests reviewed to determine that the equipment being ordered does not require prior approval?				
8	Are inventory tags placed on equipment at time of receipt?				
	A If no, when are inventory tags placed on equipment?				
9	Is the location of each item of inventory equipment noted in departmental records?				
10	What is the department process for disposing equipment?				
11	Does the department possess any equipment that is not owned by or titled to the Regents, e.g., donated, on loan, etc.? If so, please describe.				

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ICO QUESTIONS		YES	NO	N/A	COMMENTS
12	Describe your department's procedures for documentation of interdepartmental transfers of equipment.				
13	Has any equipment been stored or moved to a non-university site, such as an employee's home?				
	A If yes, what controls are in place to ensure its safeguard and accountability?				
14	Are all equipment purchases and loaned equipment recorded/tracked in CAMS?				
15	Does the department own (or lease) and operate any vehicles (cars/trucks)?				
	A If yes, are the vehicles being adequately maintained and are records being kept for all work done?				
16	Has CAMS been updated for any equipment lost, misplaced or stolen?				
17	Has CAMS been updated for accessories and significant enhancements to assets (e.g. a new engine for a vehicle)?				
18	Has lost, misplaced or stolen equipment been reported to the campus police?				
19	Does the department have custody over property requiring special handling, i.e., art and scientific objects and collections?				
	A If yes, is a record for each item maintained by the department?				
20	Does the department fabricate equipment?				
	A Describe the process by which the department records and tracks equipment under fabrication.				
	B Is the fabrication progress recorded as it occurs or periodically (at least every year)?				
	C Does the department have any open fabrication orders in process?				
	D Have any fabrication orders completed during the past year been assigned an inventory number?				