

Property Control System Manual (PCS)

PCS 602–01: Unscheduled Inventories of Equipment

Effective: 3/1/1984

Revised: 7/15/2025

Purpose

To allow additional and unscheduled physical inventories requested by sponsors or others

Sources

48 Code of Federal Regulations § 45

Office of Knowledge Enterprise Development Research

Policy

In addition to the required performance of equipment inventories every two years, contract or grant requirements may specify that inventories of sponsor-owned or funded equipment be conducted more frequently. Unscheduled inventories of any equipment owned by or in the custody of ASU may be performed at any time at the request of a sponsor, a principal investigator, Capital Asset Management (CAM), or a state or federal official.

During a physical inventory Property Control numbers (PCNs), model and serial numbers, location, and condition of the equipment should be verified. CAM will update the Business Asset Record in Workday to reflect the result of the inventory as needed.

Note: Some sponsors may classify items with a value less than \$10,000 as [inventoriable equipment](#).

Sponsor-owned property allocated to ASU and existing at subcontractor facilities should be inventoried annually. CAM requests an inventory report annually from all subcontractors and reports all findings to the sponsor and/or the cognizant property administrator.

Cross-Reference

For authoritative references see the *Research Policies and Procedures Manual*—[RSP 101](#), “General Research Policy”