

MISSISSIPPI STATE UNIVERSITY®

Self Audit General Checklist

Prep

- Review and update known changes to asset(s):
 - Location
 - Building
 - Room
 - Responsible Person
- Notify department personnel in advance to ensure all assets are present and accessible for in-person verification during the self-audit.
- ReCoup Audit Reports:
 - Pen & Paper
 - *Self-Audit Update Report*
 - *1B Departmental Inventory Report (Sponsor Title)*
 - Tablet & Scanner
 - *Audit Report for Scanner*

Audit

- Using scanner or printed report, locate and verify that each asset's location and responsible person match what's recorded in ReCoup.
 - 100% of items must be found.
 - Hand receipt items must be seen in person.
- Note any assets that have faded or missing barcodes for replacement.
- Update hand receipts for the year. Signed by Person Responsible and Property Rep. **Adobe Sign** is a great tool for this!
- Complete Affidavit and Police Report for any items not found.

Pre-Submission

- Finalize updates to ReCoup:
 - Location
 - Building
 - Room
 - Responsible Person
- Request and affix faded or missing barcodes.
- Notify the department head of any successes, issues, or discrepancies encountered during the audit.

Submission

Necessary Documents:

- *Self-Audit Verification Form - *Signed*
- *ReCoup - Self-Audit Update Report
- *Sponsored Self-Audit Verification Form - *Signed*
- *ReCoup - 1B Departmental Inventory Report (Sponsored)
- *Hand Receipt(s) - *Signed*
- Affidavit(s) - *Signed & Notarized*
- Police Report(s)
- Outstanding Acquisition(s),
- Outstanding Transfer(s), and/or
- Outstanding Disposal(s)
- Send all documents to: property-shared@property.msstate.edu

*Denotes a required report

Submit Self-Audit by
November 30th!

Tips

- Avoid the holiday rush and submit your Self-Audit before Thanksgiving!
- Don't be late! If a department fails to submit self-audit reports after two requests, notification will be escalated through the supervisory chain to the VP level and copied to Internal Audit.
- If you have multiple departments or agencies, please submit one Self-Audit Verification Form for each Department ID.
- A second employee (not the inventory representative) must act as the third-party verifier, per Internal Audit guidance. This should be a staff member (e.g., Business Manager, Office Assistant) — students are not allowed.
- Vehicles and outdoor equipment should be tagged to the closest building.
- Use the official room number in the room field; if rooms are unnumbered, contact Facilities Management for a campus building blueprint, or use clear, consistent descriptions for off-campus locations (e.g., "Jones Office," "2nd Floor Closet").

