



Oregon
University
System

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Capital and Non-Capital Assets Potential Problems – Inadequate safeguarding and recording of assets

1. Desirable, valuable, and easily moved items are not adequately secured.
2. Loan agreements are not on file for loaned property. Example – A company lends equipment for the university to use, but still maintains ownership.
3. A form is not in place to document off-campus equipment use by department personnel.
4. Locations listed on inventory are not accurate.
5. Lost, stolen, or missing or misplaced inventory is not reported timely.
6. Disassembled inventory is not approved in advance or removed from inventory.
7. Obsolete inventory is not transferred to surplus property.
8. Capital assets are not added to the inventory in a timely manner.
9. Disposed capital assets are not removed from the inventory in a timely manner.
10. Federally-owned assets are not inventoried or are inventoried but are not identified as federally-owned.