### Procedure for Policy # FA-PO-1212

**Policy Title:** Physical Inventory Policy

#### 1. BRIEF POLICY DESCRIPTION

The *Physical Inventory Policy* provides guidance on the physical inventory process to assist the University in the proper safeguarding, maintaining, tracking, and reporting of University assets.

#### 2. APPLICABILITY

The *Physical Inventory Policy* is applicable to any division or department in possession of University assets that are capitalized or controlled.

#### 3. PROCEDURE

All procedures related to this policy are contained in the *Radford University Equipment Liaison Handbook* and must be followed.

#### 4. RESPONSIBILITIES

Specific responsibilities are contained in the *Radford University Equipment Liaison Handbook*.

#### 5. APPENDICES

Appendix: [Radford University Equipment Liaison Handbook](#)

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**APPROVED BY:**

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**SIGNED**

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**DATE:** 7/2/2014

**Signature**

**NAME:** Richard S. Alvarez

**TITLE:** CFO & Vice President for Finance and Administration