Inventory Management

**Purpose:**

The department of Plant Accounting and Inventory Control oversees accounting for capital projects, debt management and capital and sensitive inventory.

DocuSign along with RT is used for property custodians to report changes in inventory to Inventory Control, i.e., additions, dispositions and adjustments.

**Overall Process:**

Custodians are to submit all completed documents to Inventory Control through the DocuSign system. The custodian submits the completed form for departmental approval, which is automatically sent via workflow to the approver for electronic signature. When approval of the DocuSign form is complete, an RT ticket automatically opens with the form and attachments to the AM queue.

When the preparer enters into the DocuSign System (to enter [click here](#)), he/she will be prompted to choose the desired reason for adjustment from a drop-down menu. The fields in the DocuSign form and the necessary routing are dependent on the specific reason.

Each reason has its own FAQs. You can access them below:

- Addition
- Disposition
- Inventory Transfer to Other Custodial Units/Depts
- Listed Incorrectly
- Lost
- Recorded in Error
- Stolen
- Traded-In
- Vendor Replacement of Equipment