

## **Regulation 9.003 Property Inventory**

temporarily assigned to another property manager at an off-site location. In such instances, the property manager may, in lieu of a physical inventory, obtain a certified statement from the other property manager attesting to the existence and condition of the property.

- (6) Reconciliation of Inventory to Property Records – Upon completion of a physical inventory:
- (a) The data listed on the inventory forms shall be compared with the individual property records. Noted differences such as location, condition, and property manager shall be investigated and corrected as appropriate or, alternatively, the item shall be relocated to its assigned location and custodian or property manager shown in the individual property record.
  - (b) Items not located during the inventory process shall be promptly reported to the custodian or the custodian's designee (who shall be an individual other than the property manager responsible for the unaccounted for property) and the custodian shall cause a thorough investigation to be made. If the investigation determines that the item was stolen, the individual property record shall be so noted and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

(7) Unaccounted for Property – For items identified as unaccounted for, recording the items as dispositions or otherwise removing the items from the property records shall be subject to approval of the custodian or custodian's designee.

Authority: Section 7(d), Art. IX, Fla. Const.; History: New 05-18-11.