Summary

- Take regular physical counts
- Update records on a timely basis
- Remove disposed items promptly
- Investigate missing items

Your agency has primary responsibility for it's fixed assets.

Questions?

- http://www.dfa.arkansas.gov/offices/informationServices/aasis/MM/Pages/MMAM.aspx
- http://www.dfa.arkansas.gov/offices/accounting/financialManagementGuide/Documents/p1_19_4_1503.pdf
- http://www.dfa.arkansas.gov/OFFICES/ACCOUNTING/FINANCIALMANAGEMENTGUIDE/Pages/Subchapter15.aspx

Thank You!

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