

Critical Control Points Checklist

Place a check mark in the first column or NA if not applicable.

✓	
	Equipment
	Department has a designated inventory custodian.
	Custodian is knowledgeable with regard to the inventory control guidelines. (see Inventory Control on Financial Services web site)
	Equipment added, transferred, disposed of or relocated was reported to Inventory Control. Forms are on Financial Services web site.
	An OFF-CAMPUS LOAN FORM must be completed prior to equipment being removed from the UMBC campus. The loan form states: The item must be returned in the same condition and on time or user may be held responsible for any necessary repairs or replacement. THE LOANED EQUIPMENT IS UMBC PROPERTY AND MUST BE RETURNED TO THE CAMPUS FOR DISPOSAL. The individual responsible for taking the equipment off campus has no authority to dispose of the equipment and can be held responsible for replacement.