

# CONTROL SELF-ASSESSMENT

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## INVENTORY

**(E.g., inventory items purchased by storeroom activities for resale and items purchased with funds explicitly restricted to procurement of materials for parties external to the University)**

1. Is merchandise inventory physically safeguarded from unauthorized access and physical deterioration?  
 Yes       No       Not Applicable
  
2. Are all reductions of merchandise inventory supported by appropriate documentation (e.g., requisition, sales document)?  
 Yes       No       Not Applicable
  
3. Are inventory records maintained by individuals who do not have access to the merchandise inventory?  
 Yes       No       Not Applicable
  
4. Is the inventory counted periodically and reconciled to inventory records, and are discrepancies between the records and physical counts investigated, brought to the attention of appropriate management and the employee responsible for inventory records, and adjusted for in the records as necessary?  
 Yes       No       Not Applicable
  
5. Are inventory records reconciled to Banner balances (and differences explained) on a regular basis?  
 Yes       No       Not Applicable