

PREPARING FOR YOUR CAM-ASSISTED AUDIT



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PHASE 1

Start of the audit period



Know your assets

- 🏰 Run the [CAM021 - Asset Inventory report in Cognos/BI](#)
 - **Tip:** Steps are included on how to prepare and sort the report when making your audit plan, ensuring an efficient audit process
- 🏰 Share the report with those responsible for assets and ask for their assistance in locating assets

Missing assets or asset tags? Notify CAM at camhelp@msu.edu as soon as possible for assistance.





Property of Michigan
State University






113859

Schedule your audit

-  Schedule to begin your audit in the assigned month
 - CAM has limited resources and audit availability designated to support your unit
 - ❖ Be sure to maintain progress and make appointments until completion
-  Determine the appropriate audit length based on the quantity of assets, location, and accessibility
 - Available time slots: 30-minute to three-hour appointments
 - ❖ Multiple appointments can be scheduled
 - ❖ [Follow this tutorial for off-campus assets](#)

Make an audit plan

-  Determine the most efficient use of time for each appointment
-  Schedule when those responsible for the assets are available
 - ❖ **Note:** CAM does not have keys or access cards to any buildings or rooms
-  Notify people when the CAM Auditor will be coming to assist with the audit to avoid any surprises and allow them adequate time to prepare the assets and coordinate access requests.


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PHASE 2


Day before the audit



Audit preparation

- 
 A booking confirmation and reminder email will be provided to the person who initially made the appointment
 - ❖ Contact CAM if there are any changes to avoid delays

- 
 Remind your team that the CAM auditor will be visiting and what to expect

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 Prepare an updated copy of the CAM021 - Asset Inventory report so you are ready for the audit

Notes	Tag Nbr	Asset Nbr	Asset Description	Building	Room Nbr
	124448	547431	Pitney Bowes SendPro MailCenter 3000 mail	0133 - ANGELL BLDG	113
	021049	513040	SORVALL BIOFUGE STRATOS CENTRIFUGE	0233 - BIO ENGINEERIN	4529
	021053	513044	SPEX FLUOROMAX 4 SPECTROFLUOROMETE	0233 - BIO ENGINEERIN	4600
	300210	535386	PowerEdge R7425	0244 - DATA CENTER	120
	021065	513054	OLYMPUS IX71 RESEARCH INVERTED MICR	0233 - BIO ENGINEERIN	4528
	021066	513055	HAMAMATSU ORCA CCD CAMERA	0233 - BIO ENGINEERIN	5400
	000189	510975	DIAMOND AUTOMATED CAROUSEL SYSTEM	0133 - ANGELL BLDG	114
	101911	520389	Nicolet iS5 FT-IR System W/iD3 ZnSe ATR	0186 - FOOD SAFETY	317K
	115788	534978	TOMCAT CARBON 26 Floor Scrubber	0133 - ANGELL BLDG	114
	124307	546621	Hyster N40ZR2 Forklift	0133 - ANGELL BLDG	114
	300469	531998	PowerEdge R7415	0953 - VAN ANDEL INST	1
	V161611	525867	Van 1611 - 2016 Freightliner MT45 Walk-in	0133 - ANGELL BLDG	
	000320	511201	LASER ION 90-K COHERENT 3010	0163 - CHEMISTRY	218
	100242	505461	SPECTRAMAX M4 MICROPLATE/CUVETTE RE	0233 - BIO ENGINEERIN	4600
	002494	511009	SPECTROMETER 550 NICOLET	0163 - CHEMISTRY	326
	002494A	502734	THERMOSTABILISED FLOW THRU TOP-PLAT	0163 - CHEMISTRY	326
	101894	533331	APV - Spectrum Spectrometer, with new Dyn	0061 - STEM TEACHING	3011
	002875	511759	OVEN CHROMAT 3300 VARIAN	0163 - CHEMISTRY	317

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PHASE 3

Day of the audit



Meet the auditor

- Meet the CAM auditor at the designated meeting point
 - Tip:** bring your CAM021 - Asset Inventory report, a pen, and a highlighter
 - Be prepared to take notes and record your progress

Our CAM auditors come prepared with a barcode scanner, asset tags, and a separate report for confirming the data in KFS asset records, which may differ from your report






Conduct the audit

- 🏰 Guide the auditor through the building(s) and rooms, indicating capital assets and tag locations
 - 🏰 You may be asked to capture serial numbers or other important information to update the KFS asset record
- 🏰 The CAM auditor will replace damaged or missing barcode tags during the appointment

If needed, the CAM auditor will discuss tagging exceptions and alternative tracking methods during the audit.

CAPITAL ASSET TAG OPTIONS		
 <p>PROPERTY OF MICHIGAN STATE UNIVERSITY</p> <p>00000000</p>	 <p>MSU ASSET</p> <p>00000000</p> <p>CAM</p>	 <p>ASSET</p> <p>000000</p> <p>CAM</p>
STANDARD SIZE HEAT-RESISTANT METAL For extreme conditions, including outdoor use	STANDARD SIZE DURABLE PAPER For indoor use on assets of any size	SMALL SIZE DURABLE PAPER For indoor use on small assets, like cameras

Conduct the audit

-  The CAM auditor will scan asset tags and verify information against KFS asset records, noting any discrepancies
 - **Tip:** Track progress during the audit appointments
 - Verified assets
 - Remaining or missing assets
 - Follow-up actions required of your unit
-  If your audit includes multiple buildings, guide the auditor to the secondary location(s) and repeat the audit process
-  Schedule appointments until all assets are verified



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PHASE 4

After the audit



Follow-up with CAM

- 🏰 The CAM auditor will upload the scan file to KFS
 - ❖ Any errors requiring investigation will be emailed to you
 - ❖ Continue investigating errors and missing assets until they are resolved, and communicate with CAM between appointments

- 🏰 Maintain scheduled appointments until all assets have been located

- 🏰 Have outstanding questions following the audit?
 - Schedule a 15-minute CAM Audit virtual meeting, or
 - Email camhelp@msu.edu



Certify the completed audit

 Sign and submit the [Annual Asset Inventory Certification form](#)

- Mail:
Capital Asset Management Audit
Administration Building, Room 10
426 Auditorium Road
East Lansing, MI 48824
- Email:
camhelp@msu.edu



Be sure to keep a copy of the completed certification form for your departmental records