Oklahoma Department of Corrections

Asset Management Unit

Asset Management Unit Audit Report
Facility/Unit

Audit dates

Audit Number: XXXXXXX facility/department code -

XX year conducted

C or P comprehensive or partial

XX number of audits conducted in calendar year

DOC 120801E
(10/25)

A comprehensive audit was performed at the XXXX by XXXX, Asset Manager. The purpose of this audit is to ensure proper management of agency assets and to confirm all inventoriable assets have been entered into the agency inventory system and are tracked and managed by the respective unit/facility.

The point(s) of contact for inventory control are listed below:

Inventory Control Officer:

Inventory Control Agents:

Audit Results:

- Total assets populated on audit:
- Unaccounted for assets:
- Inventoriable assets identified and not entered into system:
- Inventoriable assets purchased from (review period is 6 months prior to audit initiation):
    - Number Purchased:
    - Entered into Database:
- Surplus assets from (6 months prior to audit initiation)
    - Number surplussed:
    - Approved surplus assets remaining onsite:
- Central surplus location identified: Y/N/NA

A list of missing assets has been attached. Please note these assets remain in the inventory system and on the active inventory of the facility/unit. If located at any time, notification is required to the respective Asset Manager in order for the asset to be updated accordingly in the inventory system and supporting documentation to be attached to the asset record.

Additional Findings/Recommendations:

Corrective Action Plan (For Facility/Unit Only) Response Due by 7 calendar days upon receipt of audit results
Outline plan to remedy the above noted deficiencies.
Preventative Action Plan (For Facility/Unit Only) Response Due 21 calendar days upon receipt of audit results
Outline plan to prevent deficiencies from reoccurring.

Results of Corrective Action Plan (For Facility/Unit Only) Response Due 21 calendar days upon receipt of audit results
List actions taken to remedy above notes deficiencies and the results of these actions.
After-Action Summary (For Asset Management Only)