

CERTIFICATE OF INVENTORY

(Please Sign and Return to Property Management Office)

From: _____

Responsible Organization Code: _____

To: Property Management Office [Campus Zip 4243]

We completed an inventory of all fixed assets assigned to our organization.
(Please Check)

___ All items are correct.

___ Corrections are required: see below/attached (Please indicate the change code)

NOTE: you may list corrections on an attachment or on the inventory listing

Please, if you use an attachment, list in tag number sort if possible.

CHANGE CODE:

1. **LOCATION:** When an asset is moved; list the tag number and the new location.
2. **UI TRANSFER:** When ownership of an asset changes from one UI unit to another, list the tag number and the UI unit (also the inventory account number if known) to which the item is transferred.
3. **DELETIONS:** List the tag number and the reason for deletion; **use only these terms:** Lost, Destroyed, Trade-in, Sold, Cannibalized, Returned to Lender/Vendor, Scrapped, Surplus (must list number of Surplus Property Transfer form), Stolen (Items stolen must list Police report number), Transfer to other than a UI entity (must list a point of contact).
4. **ADDITIONS:** Inventoried items on-hand which do not appear on the inventory listing. The criteria for such items is a cost of \$2,000 and a life expectancy greater than one year. List the tag number (if one exists), description, cost, and location. If you know the purchase order, journal voucher, claim voucher etc., please list that information as well.
5. **MISC. CHANGES:** List the tag number and the desired change.

LIST OF CHANGES:

<u>TAG NUMBER</u>	<u>CHANGE CODE</u>	<u>CHANGE INFORMATION</u>
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UNIT CONTACT: name and phone number (**PLEASE PRINT**) Date

ADMINISTRATOR'S SIGNATURE: Dean, Dept Head, Director, or Manager Date