

CERTIFICATION OF ANNUAL PROPERTY INVENTORY

Actual Due Date: _____

Agency Number: _____

Date Submitted: _____

I hereby certify that the complete physical inventory and the agency inventory master file listing dated _____ in the amount of \$ _____ are in accordance with State Property Control Regulations (Chapter 3, Paragraph 313 F 11) with the exception of any attached discrepancies and represent a true and accurate accounting to the best of my knowledge. I certify that this agency complies to all property rules and regulations pertaining to the accountability and disposal of all tagged and untagged property.

Total Dollar Amount on Master File Listing: _____

\$ _____

(copy of last page must be attached)

Adjustments:

Acquisitions:

(equipment received prior to print-out date but not listed on print-out)

(+) \$ _____

Previous Year Discrepancies:

(use totals from current year and last year certification; report must be attached)

1st Previous Year Dollar Amount

Previous Inventory

(do not subtract from total)

\$ _____

2nd Previous Year Dollar Amount

\$ _____

3rd Previous Year Dollar Amount

\$ _____

(if 3rd year, include transfer for 3rd PYD)

Current Inventory

(-) \$ _____

(-) \$ _____

(-) \$ _____

Dispositions:

(equipment disposed of prior to print-out date but is listed on print-out)

(-) \$ _____

Adjusted Dollar Amount of Inventory: _____

\$ _____

Dollar Amount of Current Year Discrepancies: _____

\$ _____

Total Number of Items on Inventory Master File _____

Witness' Name (Print or Type)

Property Manager's Name (Print or Type)

Witness' Name (Signature)

Property Manager (Signature)

Attachments:

____ Copy of last page of print-out (required)

____ Discrepancy (Unlocated) Report

____ Copy of transfer for 3rd PYD

Agency Name

Agency Address

xc: Legislative Auditor

Telephone