

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 represents a true and accurate accounting to the best of my knowledge. I certify that this agency complies with 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)	Previous Inventory (do not subtract from total)	Current Inventory
(2010) 1st Previous Year Dollar Amount	_____	(-) _____
(2009) 2nd Previous Year Dollar Amount	_____	(-) _____
(2008) 3rd Previous Year Dollar Amount (if 3rd year, include transfer for 3rd PYD)	_____	(-) _____

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 _____

Agency Head's Name (Print or Type)

Property Manager's Name (Print or Type)

Agency Head's (Signature)

Property Manager (Signature)

Attachments:

- Copy of last page of print-out (required)
- Discrepancy (Unlocated) Report
- Copy of transfer for 3rd PYD
- Copy of Location Code Index

Agency Name

Agency Address

xc: Legislative Auditor

Telephone

