

CERTIFICATION OF ANNUAL PROPERTY INVENTORY

Actual Due Date: _____

Agency Number: _____

Date Submitted: _____

I hereby certify that the complete physical inventory and the "Asset Certification Report" listing dated _____ in the amount of \$_____ are in accordance with Louisiana Administrative Code Title 34 Section VII §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 with all property rules and regulations pertaining to the accountability and disposal of all tagged and untagged property.

Original Acquisition Cost on the Asset Certification Report:

\$ _____

(Copy of the last page Certified by the Property Manager must be attached)

Current Year Discrepancy Amounts (PYDA):

(this is the current year discrepancies from last year) **1st PYDA**

(-) \$ _____

2nd PYDA

(-) \$ _____

(If 3rd year, include transfer for disposition of assets) **3rd PYDA**

(-) \$ _____

Adjusted Dollar Amount of Inventory:

\$ _____

Dollar Amount of Current Year Discrepancies:

\$ _____

Total Number of Assets on the Asset Certification Report:

Agency Head's Name (Print or Type)

Property Manager's Name (Print or Type)

Agency Head's Signature

Property Manager's Signature

Agency Head's Title

Agency Name

Agency Head Street Name and Number

Property Manager Street Name and Number

Agency Head City, State and Zip Code

Property Manager City, State and Zip Code

Telephone Number including Area Code

Attachments:

_____ Copy of last page of the Asset Certification Report (Required)

_____ Updated Location Code Index (Required)

_____ Unlocated Report

_____ Copy of transfer for 3rd year discrepancies, if applicable

_____ Discrepancy Report if *sensitive asset(s) unlocated or if asset(s) unlocated with original acquisition cost >\$20,000.

*Sensitive assets are any thing capable of shooting a projectile and bullet proof vests.