



ANNUAL PHYSICAL INVENTORY CERTIFICATION

(Revised 05/2016)

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER
Property Management

DISCOVER THE POWER OF IDEAS

State law requires that a complete physical inventory be conducted each fiscal year. UNTS and UNT conduct the annual inventory in April. Asset Management has provided Inventory Spreadsheet(s) and inventory instructions to each department Chair or Director and the Designated Asset Coordinator. Inventory Spreadsheets are a snapshot in time. There may be assets recently delivered that are not listed.

The intent of a physical inventory is to visually confirm the assets listed are located. Any discrepancies found in the listing will be reported by the following forms found on Property management Asset Website: http://propertymanagement.unt.edu

- Found Assets not on List form is used when assets are found by verifier not on the list and are not considered new.
Missing Property requires an investigation to be conducted and documented on the Missing or Stolen Property Statement form. If evidence of theft, contact Asset Management and the police department immediately.
All other discrepancies must be reported by email to Property Manager at propertymanagement.unt.edu

Property inventories should be conducted by individuals (verifiers) who are not responsible for the property being inventoried. Visual confirmation should be conducted by one or more verifiers. They should work independently and report their findings (sign and dates the list to certify the accuracy) to the Designated Asset Coordinator of the responsible department.

Upon completion of the departmental inventory the department Chair or Director and Designated Coordinator must sign and return this certification to Asset Management. Electronic submission is acceptable.

By signing below, I confirm this department has completed an actual physical verification of equipment with the assigned inventory listing as required by Texas Gov't Code Ann. Sec. 403.273 (f & g).

Table with 4 columns: Department N Account #, Asset Coordinator Printed Name, Ext., Department Head Printed Name, Ext.

Asset Coordinator Signature Date Department Head Signature Date