

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. **DELETIONMIS.**