

ANNUAL PHYSICAL INVENTORY CERTIFICATION



(Revised 04/2021)

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

State law requires that a complete physical inventory be conducted each fiscal year. UNT and UNTS conduct the annual inventory during a time-frame designated by Asset Management. Asset Management it to provide inventory instructions to each department Designated Inventory Coordinator. There may be assets recently delivered that are not listed due to the p/o has not yet been paid.

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 the Asset Management website:

<http://assetmanagement.unt.edu>

- **Found Asset** form is used when assets are found by verifier not on the list and are not considered new.
- **Missing Property Investigation Statement** or **Stolen Property Statement** forms are completed when assets are found to be missing. They require an investigation to be conducted, then documented and filed on the **Missing, Damaged or Stolen Property Report** form.
- **All** other discrepancies must be reported by email to Asset Management at asset.management@unt.edu.

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

At this time the Designated Inventory Coordinator should also verify and update as needed the custodian, location, and off-site status (including UPCR form) of each asset within the department.

Upon completion of the departmental inventory the department Chair / Director and Designated Inventory Coordinator must sign and return this certification to Asset Management by email to asset.management@unt.edu.

By signing below, I confirm this department has completed an actual physical verification of equipment with the assigned inventory listing as required by Texas Govt Code Ann. Sec. 403.273 (d-g).

Department Dept ID:		Department Name:	
Designated Inventory Coordinator Printed Name	Ext.	Department Head Printed Name	Ext.

 Designated Inventory Coordinator Signature

Date

 Department Head Signature

Date