

**INV-909 Certification of Physical Inventory
 Conducted by Department
 Texas A&M University-Commerce Property Management**

Name of Department	Department/Sub Department Code
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Departmental Property Contact Responsible for Conducting the Inventory:

Name	Phone Number & Email
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Certification of Physical Inventory of Property as of: _____	Date
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As Department Head/Director, I am responsible for the following:

- Physical possession and control of all equipment entrusted to the activities within my respective unit (college, department, etc).
- Appointment of a responsible Departmental Property Contact (ALT Property Manager), if necessary, and timely notification to the Texas A&M University-Commerce Property Manager of any Departmental Property Contact changes.
- Ensuring that all unit employees are trained such that each has an awareness of their respective responsibilities for property processing and/or custodianship.
- Establishment and maintenance of property records for my respective unit.
- Establishment of inventory management procedures within my unit in compliance with all applicable State regulations, System policies, University rules and Standard Operating Procedures.
- Timely transfer of equipment, that is no longer needed within the unit, to Surplus.
- Timely (within 24 hours of discovery) notification and report of missing or stolen property to the Texas A&M University-Commerce Property Manager.
- Physical verification and certification of current inventory on an annual basis.
- Management of equipment that is assigned or on loan at a location outside the respective unit.
- Physical verification of assets assigned to terminating employees to ensure proper reassignment, transfer, or disposal of all pertinent inventory.

In accordance with the Texas A&M University System policies and procedures, I hereby certify that a complete physical inventory was conducted for all inventorable personal property in the possession of the above listed department and that the information is true and correct. I acknowledge that the results of the physical inventory will be maintained on file and that the Texas A&M University-Commerce Property Management Office will be notified of any discrepancies during the physical inventory as required by the Texas A&M University-Commerce policies and procedures. All discrepancies are listed on the following pages.

NOTE: Only the Department Head/Director is authorized to sign this form. No designees will be accepted.

_____ Department Head/Director Printed Name	X _____ Department Head/Director Signature	_____ Date
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All items on the attached listing are present and accounted for except for those missing, stolen, found assets, etc. as noted below:

Inventory #	Description	Value	Explanation	Official Use Only
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

 Department Head/Director Initials

 Department/Sub Department Code