

CAPITAL ASSET MANAGEMENT

PHYSICAL INVENTORY CERTIFICATION

This form must be signed and returned to the Capital Asset Office after completion of the capital asset physical inventory and after running the Asset Inventory Reconciliation report to ensure there are no outstanding inventory issues.

Campus: _____ Fiscal Year: _____.

Chart-Organization: _____.

Please certify the following statement by signing below.

"I certify that to the best of my knowledge all capital equipment is present and/or accounted for and all necessary entries including Asset Retirement, Transfer, and Equipment Loan Documents have been processed in the KFS/CAMS system."

Inventoried By:

Printed name

Signature

Date

Fiscal Officer:

Printed name

Signature

Date

Return to:

Jason Lett
Capital Asset Office
Poplars 437
Bloomington, IN 47405
Telephone: 855-9298