

CERTIFICATION OF DEPARTMENTAL ANNUAL PHYSICAL INVENTORY (API)

Instructions: (Form Must Be Typed)

1. Complete, sign, scan, email to the inventory.department@utsa.edu; use SUBJ: Certification and DeptID.
2. Obtain the appropriate departmental signatures, attach the Pre-Inventory Listing and Inventory Custody Report(s) with all signatures, and any/all other inventory forms/support documentation related to any discrepancies noted during barcode scanning.
3. Retain copies of all documentation for your departmental records.

DEPT ID: _____	Business Unit: <u>UTSA1</u>	Agency Number <u>743</u>
TO THE UTSA PROPERTY MANAGER		
<p>I hereby certify on _____ that the Annual Physical Inventory (API) for Fiscal Year FY _____ for the _____ Department, as completed, and the equipment as shown on our departmental listing is correct and in good condition, EXCEPT as indicated on the Pre-Inventory Listing. I further certify that this document and all attachments were prepared under my direction and supervision in Accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. This information is true, accurate, and complete to the best of my knowledge and belief, based on my inquiry of the person or persons directly responsible for gathering the information.</p>		
Name of Authorized Department Head/Property Custodian	Signature	Phone Extension
Name of Inventory Contact Person (ICP)	Signature	Phone Extension
INVENTORY USE ONLY		
Reconciled By: _____		Date: _____
Audited By: _____		Date: _____
Inventory Manager Verification: _____		Date: _____