

UTSA Financial Affairs

Certification of Departmental Annual Physical Inventory

Used to certify completion of the department inventory annually

Instructions: Obtain the appropriate departmental signatures and attach Pre-Inventory Listing and Inventory Custody Report(s) with all signatures. Provide any other inventory forms and supporting documentation related to any discrepancies noted during barcode scanning and retain copies of all documentation for your departmental records.

Dept ID:	Business Unit: UTSA1	Agency Number: 743
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>		
Responsible Parties of Property Manager	Signature	Phone Ext.
1. Name of Department Manager/Property Custodian:		Date
2. Name of Inventory Contact Person (ICP):		

Submission Instructions: Once signature approvals are obtained forward the form and other required documentation to inventory.department@utsa.edu with subject title: "Certification" with your department's DeptID.

INVENTORY DEPARTMENT USE ONLY			
Responsible Parties of Inventory Use Only	Signature	Date	Status
Reconciled By:			
Internal Reviewer:			
Inventory Manager Verification:			