

# UNIVERSITY OF ALASKA PHYSICAL INVENTORY CERTIFICATION

## CERTIFICATION

This certifies that equipment assigned to the University of Alaska;

(Department or Campus)

, has been physically

inventoried or documented as unlocated. All located equipment has been categorized as used, usable, or needed and has been determined that all equipment categorized is required for continued use. This complies with the federal identification requirements as stated in the Statewide Property Manual.

The physical inventory was conducted by the following University Employee whom certifies that the inventory is accurate and complete:

Signature of Employee

Date

Signature of Director, Dean or Department Head Only

Date

---

The annual physical inventory is not considered completed until this original signed certification is on file with your campus property coordinator and/or SW Property office.