



## INVENTORY COMPLETION CERTIFICATION

***This form must be completed, signed and accepted by Property Services in order for the department's inventory to be considered finalized.***

***When submitting this form please be sure to attach the detailed listing of assets provided to your department by Property Services.***

FSU policy [OP-D-2-F I](#) requires that all capital assets be physically inventoried annually. The Inventory Taker should verify each item in the beginning inventory detail provided by Property Services and confirm the assets' attributes in OMNI, including FSU Tag Number, Description, Location and Serial Number, are accurate.

As many items as possible should be electronically scanned. Items that have been physically located and verified but which cannot be scanned electronically must be listed in the spaces provided below and/or on the [Inventory Completion Certification Addendum](#). Generally, these will be off-site property items (a listing of which can be obtained using the FSU\_DPT\_AM\_OFFSITE\_ASSETS query) or items for which a tag could not be affixed at the time of acquisition (those items with a 492009 Tag Number). Assets listed on this form should include a brief description of why the item was not scanned in the 'Explanation' field. For off-site assets, the current off-site location of the property should be indicated in the 'Location' field. (**NOTE:** These fields can be left blank for items with a 492009 Tag Number.)

Assets that could not be inventoried because they have been disposed or transferred to another University department should be listed on the form with "DISPOSED" or "TRANSFERRED", respectively, in the 'Location' field and include the applicable [Property Accountability Release Form \(AR 212\)](#) or [Property Change Form \(PC 213\)](#) Number in the 'Explanation' field. *Any asset that could not be located during inventory should be listed on the form with "MISSING" in the 'Location' field. The department is also required to complete an AR 212 and submit a completed [Police Report](#) for these missing items.*

Note that by checking the 'Duplicate Tag' box this form can also be used to request a duplicate Property Tag if the original has been damaged or lost.

Department Name

Dept ID(s)

### Departmental Contact

Name

Phone

Email

### Verified But Not Scanned Assets

*(If additional lines are needed please use the [Inventory Completion Certification Addendum](#))*

FSU Property #	Date Verified	Location	Explanation	Duplicate Tag	Cert Req? (Prop Svc Use)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

**Statement:** I hereby certify that the capital assets in the attached listing have been inventoried and that any exceptions for items missing, disposed or transferred to another University department have been listed above and/or on the Inventory Completion Addendum. I also certify that all assets that were inventoried but could not be electronically scanned have been physically verified and are in the custody of the department referenced on this form. Finally, I hereby certify that the information contained in this form, in the attached asset detail and in the Inventory Completion Addendum form (if applicable) is, to the best of my knowledge, complete and accurate.

**INVENTORY TAKER SIGNATURE**

**PROPERTY CUSTODIAN SIGNATURE**

**PROPERTY MANAGER SIGNATURE**

