

FIXED ASSETS – INVENTORY CERTIFICATION

Location: _____ Inventory: Fall Spring

Initials	Confirmation
	All location changes have been made in Skyward to reflect the current location (or home location for checked out items)
	Check-Out systems and Skyward are in agreement as to items checked out / returned and reconciled.
	All unaccounted for property is clearly indicated and is documented, with the proper paperwork as required to meet policy. All reasonable means to get items returned have been attempted.
	All items needing to be picked up as surplus, have been reported to property.
	All attached sheets have notes to indicate the items on the page were found or noted as missing.

Attach to property forms and indicate the total number of pages included _____

I certify that I conducted a physical inventory of the items identified and made any location changes that have occurred since the previous inventory	I certify that the items listed above are a complete and accurate record of the fixed asset property located at this cost center
Property Custodian / Date	Principal / Date

District Fixed Assets Use Only

Date Received:

Initials: