

FDP-402 Certification of Physical Inventory Conducted by Department

Texas A&M University Property Management

Mail Stop 6000 – Property@tamu.edu
Revised 03/22



___ TAMUS

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Department	Department/ Sub Dept. Code
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Departmental Property Contact Responsible for Conducting the Inventory:	
	Email/Phone:

Certification of Physical Inventory of Property as of: _____	Date
Data Downloaded to Scan & Validate as of: _____	

As Department Head/Director, I am responsible for the following:

- Physical possession and control of all equipment entrusted to the activities within my respective unit (college, department, etc).
- Appointment of a responsible Departmental Property Contact, and timely notification to the Texas A&M University Property Manager of any Departmental Property Contact changes if necessary.
- Verifying that all Departmental Property Contacts have attended Departmental Property Contact Training and have a signed *FDP-421 Departmental Property Contact Responsibility Statement* on file in the department.
- Ensuring that all unit employees are trained such that each has an awareness of their respective responsibilities for property processing and/or custodianship.
- Establishment and maintenance of property records for my respective unit.
- Establishment of inventory management procedures within my unit in compliance with all applicable State regulations, System policies, University rules and Standard Operating Procedures.
- Timely transfer of equipment, that is no longer needed within the unit, to Surplus via Canopy and proper documentation.
- Timely (within 24 hours of discovery) notification and report of missing or stolen property to the Texas A&M University Property Manager by filing an *FDP-9*.
- Physical verification and certification of current inventory on an annual basis.
- Management of equipment that is assigned or on loan at a location outside the respective unit. (*FDP-410*)
- Physical verification of assets assigned to terminating employees to ensure proper reassignment, transfer, or disposal of all pertinent inventory.

In accordance with the Texas A&M University System policies and procedures, I hereby certify that a complete physical inventory was conducted for all inventorable personal property in the possession of the above listed department and that the information is true and correct. I acknowledge that the results of the physical inventory will be maintained on file and that the Texas A&M University Property Management Office will be notified of any discrepancies during the physical inventory as required by the Texas A&M University policies and procedures. All discrepancies are listed on the following pages.

Additionally, I certify as Department Head/Director I have attended property training provided by the Texas A&M University Property Management Office.

NOTE: Only the Department Head/Director is authorized to sign this form. No designees will be accepted.

Department Head/Director Printed Name	Department Head/Director Signature	Date
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