



Annual Inventory Sign-off Form

Fiscal Year: _____

Cost Center #: _____

I attest to the following:

1. 1. An annual inventory which includes accounting for Mobile Devices has been accurately completed for the Cost Center(s) listed above.
2. A set of electronic mark-ups (or manual equivalent) will be submitted with this form to Property Control.
3. All location changes have been inputted into Workday (or deferred to Property Control – see below).
4. The following number of assets was determined to be Missing and their status has been changed to “Missing” in Workday.
 - a. # of Missing assets: _____ Total Acquisition Value: \$ _____

Cost Center Head Sign-off

Title

Printed Name

Signature

Date

Property Coordinator Sign-off

Printed Name

Signature

Date