

# Annual Inventory Sign-off Form

**Fiscal Year:** \_\_\_\_\_

**Cost Center #:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest to the following:

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