

**FDP-402 Certification of Physical Inventory  
Conducted by Department**

Texas A&M University Property Management

Mail Stop 6000 - [Property@tamu.edu](mailto:Property@tamu.edu)

(Revised 12/09)



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Name of Department	Department/Sub Department Code
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<b>Departmental Property Contact Responsible for Conducting the Inventory:</b>	
Name	Phone Number & Email

<b>Certification of Physical Inventory of Property as of:</b> _____ <b>Date</b>
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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, if necessary, and timely notification to the Texas A&M University Property Manager of any Departmental Property Contact changes.
- 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.
- Timely (within 24 hours of discovery) notification and report of missing or stolen property to the Texas A&M University Property Manager.
- 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.
- 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.**

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Department Head/Director  
Printed Name

**X** \_\_\_\_\_  
Department Head/Director Signature

\_\_\_\_\_  
Date

