

Southern Illinois University Carbondale

ANNUAL INVENTORY
AND
LOCATION CERTIFICATION

To: Property Control

From: Unit Name _____
Unit Number _____

I certify that a physical inventory of the equipment assigned to the above named unit was conducted, and any discrepancies* have been reported. I also certify that proper loan authorization has been approved and submitted to Property Control for any equipment listed that is not located on university property. In addition, the loaned equipment is being used exclusively for university purposes and in the best interests of the university.

Unit Officer Original Signature

Date

* Examples of discrepancies include:

- Location Changes
- Missing equipment
- Untagged equipment
- Tagged equipment not belonging to your unit
- Items in need of retagging
- Items not being utilized by your unit

All missing items should be listed on an Equipment Deletion Request, approved by the unit officer, and returned with this verification. All non-utilized equipment should be reported via the Surplus Property Pickup Request (<http://property-control.siu.edu/surplus/surplus-property-pickup-request.php>).