A complete and accurate physical inventory contributes to the accuracy of RIT’s external financial statements.

I certify that (check all that apply):
- I have conducted a physical inventory of the University assets uploaded and listed under the Oracle inventory Parent Department(s) noted above. I have:
  - updated/corrected inventory locations and serial numbers.  
    (Department and tag number changes must be requested through Property Accounting)
  - indicated whether each asset is in service or retired (no longer in service).
  - updated/corrected any other information listed on the inventory report.
- The information included in the Parent Department equipment physical inventory listing accurately reflects my department(s) capital equipment inventory for the fiscal year and as of the date indicated:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Date Physical Inventory taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19</td>
<td></td>
</tr>
</tbody>
</table>

I understand that the Capital Equipment Physical Inventory uploaded to Oracle:
- Is a complete listing of capital assets that exist and the proper locations are listed.
- May be used by Property Accounting to prepare journal entries to update University financial records, including any gain or loss for disposed assets.

Return completed form electronically to Accounting at propertyacctg@rit.edu.