



Finance & Administration Division, Controller's Office
Accounting Operations, Property Accounting
Capital Equipment Physical Inventory Certification

PRINTED Department Name (or Dept Group Name)

Fixed Asset Parent Dept# (ie: F6731_101517)(if more than six, prepare additional form)

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:

Fiscal Year

Date Physical Inventory taken

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.

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PRINTED Name of Employee who performed inventory

Signature

Date

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PRINTED Departmental Inventory Representative (DIR),
if different than Employee above

Signature

Date

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PRINTED Name of Approver*

Approver Signature

Date

* Approver - must be at least one level of management above the DIR and have signature authority to approve financial transactions. Appropriate level of signature approval; see **HR Supervisory Reporting Chart** <https://www.rit.edu/fa/humanresources/content/university-organizational-charts>. Secure electronic digital signatures are acceptable; use of a signature stamp is not permitted.

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