



## PROPERTY INVENTORY ATTESTATION

(Submit with your completed inventory to Property Control)

(Custodian: You may use this form in lieu of preparing a separate attest letter. You are not required to do both.)

School/Dept. Name: \_\_\_\_\_ School/Dept.#: \_\_\_\_\_

Asset #	Description

As Property Custodian, I hereby attest that the asset listed above is (select only ONE):

(Select only ONE and complete the corresponding area below. **Submit a separate attestation for each item.**)

**Missing/Unlocated:**

When/where the item was last seen: \_\_\_\_\_

Actions taken to locate the item: \_\_\_\_\_

\_\_\_\_\_

Any other details regarding the disappearance of the asset: \_\_\_\_\_

\_\_\_\_\_

**Stolen** (Police or incident report **MUST** be attached)

Describe how item was determined to be stolen: \_\_\_\_\_

\_\_\_\_\_

Actions taken to locate the item/report the theft: \_\_\_\_\_

\_\_\_\_\_

**Obsolete Software:**

Is software still installed on a device at your site?	Yes	No
Is software still in use at your site?	Yes	No

Software is considered obsolete because: \_\_\_\_\_

\_\_\_\_\_

I request that this item be removed from our inventory.

\_\_\_\_\_  
Signature of Property Custodian (Principal, Director, or Above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

For Accounting Services, Property Control use only:

Acquisition Date	Original Cost	Current Book Value	Life Cycle