

INVENTORY VERIFICATION REPORT

Department Name:

Department Number:

A physical count of the inventory of MAJOR AND MINOR equipment was completed on

- 1) Be sure to note changes to your departmental inventory totals on the list retrieved from PeopleSoft or i-Dashboards. (Building, room numbers, totals, etc).
- 2) Instructions for running these reports are located at UND.edu/finance-operations/asset-management
- 3) Return this signature page and one (1) copy of the inventory totals list obtained in #1 above, with the department's corrections, along with the copy of the department's spreadsheet detailing the items that make up the minor inventory to Asset Management, Stop 8364.

DEPARTMENTAL INVENTORY CONTACT PERSON:

Name - Departmental Inventory Contact Person:

Stop Number:

Title:

Telephone Extension:

I certify that after the changes, if any, as substantiated by the attached inventory spreadsheet, all major and minor equipment is accounted for and that there is no equipment on hand that has not been inventoried by this department. Any discrepancies between the equipment identified during the physical inventory and the records maintained by Asset Management have been resolved.

Inventory Verified by (Signature Required)

Date

Department Head (Signature Required)

Date

THIS SECTION FOR ASSET MANAGEMENT USE ONLY:

Date Received:

Date Entered in PeopleSoft:

By:

Notes: