

# CERTIFICATION OF ANNUAL PROPERTY INVENTORY

Actual Due Date: \_\_\_\_\_

Agency Number/Plant Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

I hereby certify that the complete physical inventory and the "Asset Certification Report" listing dated \_\_\_\_\_ in the amount of \$\_\_\_\_\_ are in accordance with Louisiana Administrative Code Title 34 Section VII §313 F.11, with the exception of any attached discrepancies and represent a true and accurate accounting to the best of my knowledge. I certify that this agency complies with all property rules and regulations pertaining to the accountability and disposal of all tagged and untagged property.

**Original Acquisition Cost on the Asset Certification Report:** \$ \_\_\_\_\_

(Copy of the last page Certified by the Property Manager must be attached)

**Current Year Discrepancy Amounts (PYDA):** \_\_\_\_\_

(this is the current year discrepancies from last year) **1st PYDA** (-)\$ \_\_\_\_\_

**2nd PYDA** (-)\$ \_\_\_\_\_

(If 3rd year, include transfer for disposition of assets) **3rd PYDA** (-)\$ \_\_\_\_\_

**Adjusted Dollar Amount of Inventory:** \$ \_\_\_\_\_

**Dollar Amount of Current Year Discrepancies:** \$ \_\_\_\_\_

**Total Number of Assets on the Asset Certification Report:** \_\_\_\_\_

\_\_\_\_\_  
Agency Head's Name (Print or Type)

\_\_\_\_\_  
Property Manager's Name (Print or Type)

\_\_\_\_\_  
Agency Head's Signature

\_\_\_\_\_  
Property Manager's Signature

\_\_\_\_\_  
Agency Head's Title

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Head Street Name and Number

\_\_\_\_\_  
Property Manager Street Name and Number

\_\_\_\_\_  
Agency Head City, State and Zip Code

\_\_\_\_\_  
Property Manager City, State and Zip Code

\_\_\_\_\_  
Telephone Number including Area Code

**Attachments:**

\_\_\_\_\_ Copy of last page of the Asset Certification Report (Required)

\_\_\_\_\_ Updated Location Code Index (Required)

\_\_\_\_\_ Unlocated Report

\_\_\_\_\_ Copy of transfer for 3rd year discrepancies, if applicable

\_\_\_\_\_ Discrepancy Report if \*sensitive asset(s) unlocated or if asset(s) unlocated with original acquisition cost >\$20,000.

\*Sensitive assets are any thing capable of shooting a projectile and bullet proof vests.

cc: Louisiana Legislative Auditor