

U.S. Fish and Wildlife Service



Annual Personal Property Inventory Certification

For Cost Center Number:	
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CERTIFICATION STATEMENT:

I certify that an Annual Physical Inventory has been conducted of all controlled property assigned to me as required by Service Policy, 310 FW Personal Property Management Policy. The assets for this Cost Center /Field Station stated above were accounted for on ___/___/___, and I certify the inventory is true and correct. All asset adjustments will be conducted in Financial Business Management System.

The original copy of the physical inventory will be kept on file in my office for future reference with a copy forwarded to the regional Personal Property Manager in CGS. I realize that this inventory report must be kept on file for three (3) years or until audited by an FWS representative. All documentation associated with the annual inventory are attached i.e. Receiving Report (DI-102), Report of Survey (DI-103), Certificate of Unserviceable Property (DI-103a), Transfer of Property (DI-104), and any other supporting documents.

Note: When applicable, all firearms were physically checked and accounted for during this inventory.

AUTHORIZED SIGNATURES:

I certify that I have read and understand the duties and responsibilities of the Accountable Officer 310 FW 1.6J

Accountable Officer Print Name: _____

Accountable Officer Signature: _____ Date: ___/___/___

I certify that I have read and understand the duties and responsibilities of the Custodial Officer 310 FW 1.6K

Custodial Officer Print Name: _____

Custodial Officer Signature: _____ Date: ___/___/___