

Instructions for Completing the 2011-2012 Inventory Certification Form

- A. Write the department and unit code(s) being certified in the space provided at the top. If subunits are being included, please note this. Example: Unit Code(s): 9999-000 + all subunits
- B. Write the date that the NVP report run on the blank provided.
- C. Place a checkmark beside each requirement signifying that the requirement has been met. For any "No" responses a letter of explanation with relevant documentation must be submitted with the certification.
1. Correct – Due diligence has been done to assure the listing is accurate.
 2. Complete – All items, regardless of depreciated value, were included and physically verified as to their proper status (missing or found) and location.
 3. All listed items are still needed by the department – Items that are no longer useful should be identified and disposed of appropriately.
 4. All listed items are being properly maintained – Maintenance records are available as appropriate.
 5. All items to be removed – Any items that need to be removed are notated on the NVP report and the proper disposal paperwork has been submitted to Inventory Services.
 6. Items not located on campus – Off-campus items have been verified and checkout logs are available and up-to-date.
 7. All CIP "Construction In Progress" items should be marked **found** on your certification and Inventory Services will be researching the item for completion
 8. Contains all fabricated items – All fabricated items appear on the NVP report, or Inventory Services has been notified regarding unlisted items.
 9. Ownership & Condition – The ownership listed on the NVP report is accurate, and the condition code has been updated on the PDA to reflect current condition. (Note: at this time condition codes are only applicable to scanned items.)
 10. Non-custodian – The inventory was scanned or updated manually by someone other than the Principal Investigator.
- D. Inventory summary calculations use the numbers listed on the last page of the NVP report.

If subunits are being included, these must reflect **TOTALS**. This will require manually calculating the totals for the main and subunits.

- A. corresponds to NVP report line: "TOTAL NUMBER OF ITEMS IN UNIT:"
 - B. corresponds to NVP report line: "NUMBER OF FOUND ITEMS IN UNIT:"
 - C. is calculated by dividing B. by A X 100.
 - D. corresponds to NVP report line: "DEPRECIATED TOTAL VALUE OF ITEMS IN UNIT:"
 - E. corresponds to NVP report line: "DEPRECIATED VALUE OF UNFOUND ITEMS IN THIS FY:"
 - F. is calculated by dividing E. by D X 100.
- E. The inventory contact and department head listed on GG5 in *DEFINE sign and date at the bottom certifying that the information provided on the form is accurate and complete.