



STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division

Asset Management Certification Cover Sheet

Fiscal Year _____

Agency Name: _____

Agency Mailing Address: _____

Agency State Level Organization Number: _____

Agency Asset Coordinator: _____

Telephone Number: _____

- I hereby certify that a physical inventory of this agency's assets was completed as of _____.
(A physical inventory is required once every three years of all agency-owned assets).
- All assets under the department head's jurisdiction as of June 30, _____, with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more and all weapons, regardless of acquisition cost, were entered in the WVFIMS Fixed Assets System for the current fiscal year.
- All obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

Department Head Signature: _____

Date: _____

To be submitted no later than July 15, _____ to:

West Virginia Purchasing Division
Program Services Section
Surplus Property Unit
2700 Charles Avenue
Dunbar, WV 25064

FAX: (304) 766-2631