

## Certification of Physical Inventory Conducted by Agency

In accordance with the Tex. Gov't Code Ann. sec. 403.273 (f) and (g), I hereby certify that a physical inventory was conducted for all trust, capitalized and controlled personal property maintained on the State Property Accounting System and in the possession of:

Name of agency	Agency number
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Date(s) physical inventory was (were) conducted	Fiscal Year <b>20</b> _____	Method used to conduct the inventory (manual, bar code scan, etc.)
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**Contacts Responsible for Conducting the Inventory**

- Enter the names and contact information of the person(s) who conducted the inventory.
- Have the appropriate official sign on the "Signature of agency head or designee" line. Only the state agency head or designee may complete the certification.

Name	Name
Email	Email
Telephone (Area code and number)	Telephone (Area code and number)

I hereby certify that the status, condition, and value of all trust, capitalized and controlled personal property derived from the physical inventory is accurately reflected in the State Property Accounting System. Changes needed as a result of the physical inventory were made to the State Property Accounting System on \_\_\_\_\_ Date. The results of the physical inventory will be maintained on file for three years.

Signature of agency head or designee	Date
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### Certification of Physical Inventory Policy

Each state agency shall conduct an annual physical inventory of the **trust, capitalized and controlled personal** property (excluding libraries and historical arts and treasures) in the agency's possession at a time of its own choosing during the fiscal year. The physical inventory must be completed by **Aug. 31** each fiscal year. The agency head or designee must forward this *Certification of Physical Inventory Conducted by Agency* form to the Comptroller's office no later than the earliest of either:

- The 45th day after the date the inventory is conducted **OR**
- No later than 20 days after the last day of the fiscal year (Sept. 20th).

Each agency must use accepted practices (such as physical count, bar code scan, etc.) to conduct its annual inventory and must ensure that:

- Each property item is still within the agency's possession.
- The current location is accurately reflected in the SPA system.
- The name of the person responsible for the property is accurately reflected in the SPA system.
- The condition of each property item must be evaluated and reported to SPA during the annual physical inventory.

**NOTE:** Each agency reporting to SPA via batch may choose to maintain the property location, responsible party and condition in its local asset management system.

An agency must assign an individual(s) to conduct the physical inventory who is/are not assigned as the responsible person(s) for the property being inventoried.

Any discrepancies in property information detected during the physical inventory must be corrected in the SPA system immediately.

The disposal method must be updated in the SPA system immediately for any property found to be "disposed" or "missing" during the physical inventory. Property identified as "missing" during the annual physical inventory must be recorded in the SPA system with an effective date equal to the date the annual physical inventory was conducted.

Each agency must maintain inventory records on file for the required records retention period.

In addition to the required annual physical inventory, agencies are encouraged to conduct more frequent supplemental physical inventories to ensure the accuracy of reported personal property information. Periodic inventories may use statistical sampling, dollar sampling techniques or other acceptable methods on a regularly scheduled basis.

**Please print, obtain appropriate signature and return a scanned image of signed form to either:**  
**Email:** [spa@cpa.state.tx.us](mailto:spa@cpa.state.tx.us) —OR— **FAX:** 512-936-0061