



**ASSET MANAGEMENT  
POLICIES, PROCEDURES AND FORMS**

		<b>AUTHORITY</b>		
<b>Federal</b>	<b>Rev. Statutes</b>	<b>Admin Code</b>	<b>HCS D</b>	<b>HSC</b>
<b>CITATION:</b>		<b>State Property Control Regulations - Chapter 3 '313.F.11</b>		
<b>PROCEDURE NAME:</b>		<b>Instructions for Completing Certification of Annual Property Inventory Form AF-12</b>		
<b>PURPOSE:</b>		<b>To ensure accuracy of preparing the Certification Form</b>		

<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
Property Manager	<ol style="list-style-type: none"> <li>1. Print Certification of Annual Property Inventory Form AF-12.</li> <li>2. Record the actual due date and date that certification is being submitted.</li> <li>3. Record the Property Control Number / Agency five (5) digit number.</li> <li>4. Record the date of agency inventory master file listing from Protégé FA7 which annual inventory is prepared.</li> <li>5. Record the dollar amount of inventory master file listing from Protégé FA7.</li> <li>6. Record the total dollar amount that is reflected on last page of printout from Protégé FA7 which inventory is being prepared. Should be same total as step #5.</li> <li>7. Record the acquisitions that had been received before printout date but are not on the printout.</li> </ol>

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<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
Property Manager	<ol style="list-style-type: none"> <li>8. List dollar amount of 1st previous year missing equipment.</li> <li>9. List dollar amount of 2nd previous year missing equipment.</li> <li>10. List dollar amount of 3rd previous year missing equipment.</li> <li>11. List dollar amount of equipment that has been surplusd, transferred, etc. that was not removed from printout.</li> <li>12. Adjusted Total Dollar Amount of Inventory with additions and deletions.</li> <li>13. Record the dollar Amount of Current Year Discrepancies.</li> <li>14. Number of items on inventory master files printout from Protégé FA7 which inventory is being prepared from.</li> <li>15. Signature of Witness (usually the Chief Financial Officer signs after reviewing certification package).</li> <li>16. Signature of the Property Manager and Agency Name.</li> </ol>

