

CAPITAL ASSET INVENTORY CERTIFICATE -- IC-10**DATE:**

From: Jeff Boyko
University Director
Office of Logistics Management (OLM)
LB058, MC 2012
Telephone: 679-1955 Fax: 679-1993

CC: Bill Murowsky, Asset Inventory Control

GENERAL:

The OLM Property Administration staff has completed the UConn Health physical inventory in your area. The equipment listed on the attached report was not located during this inventory sweep. By State Statute and enforced by UCH Policy, the Department Head is responsible to maintain and be responsible for their equipment inventory. Please locate the equipment and write the current location on the attached Excel sheet. If this equipment has been disposed of, traded-in or transferred to another department/institution, etc., please complete the appropriate Inventory Control form located at http://opa.uchc.edu/a_mm_web/catalogs_forms.htm and attach it to this report.

Note: Equipment is physically tagged with a seven (7) digit barcode. These are shown on the list with two additional zeros (00) at the end to make a nine (9) digit asset number. All entries not ending in "00" are "Virtual" tagged. Equipment is deemed "Virtual" if it is installed in another piece of equipment (ex. disk drive, microscope lens), is not able to be physically tagged (ex. mini sensors, invasive patient equipment), or if it is intangible (ex. Software, Licensing).

If you are unable to locate an item, you must complete an incident report with Public Safety for lost/missing item/s, and attach it to this report. This loss report will be filed with the State Comptroller's Office and the UCHC Finance and/or Property Office. Scan and email a copy to assets@uchc.edu and mail the entire package to OLM Inventory Control at MC-2012. If you have any questions, please contact Bill Murowsky (x-1952) or Keith Petit (x-8749).

CERTIFIED STATEMENT:

My signature below signifies that I understand that it is my responsibility to review and become familiar with the policies and procedures regarding the handling and disposition of State/UConn Health property as outlined in the State and UCH Inventory Control Manuals. I also understand that it is my responsibility to communicate any changes regarding the location and/or status of the equipment to the OLM Property Administration office by completing the appropriate inventory forms located in the UCH Inventory Control manual. The Inventory Control manual may be found on the web at http://opa.uchc.edu/opa_inv/pam_home.html.

Unit Property Liaison: _____

Unit/Department: _____

Division: _____

Telephone No.: _____ Room No.: _____ MC: _____

AUTHORIZED SIGNATURES:

Unit Property Liaison

Date

Department Head/Responsible Person

Date