



Office of Logistics Management (OLM)

CAPITAL ASSET INVENTORY CERTIFICATE -- IC-11

DATE: \_\_\_/\_\_\_/\_\_\_

FROM: Bill Murowsky
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LB058, MC 2012
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Cc: Jeff Boyko, University Director

TO:

I bJhDfcdYffmi@Ulgcb: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Room No.: \_\_\_\_\_ MC: \_\_\_\_\_

GENERAL:

The Property Administration staff have completed the UConn Health physical inventory in your area. Please find attached the completed Physical Inventory report for your department. It will be your responsibility to keep this inventory accurate by notifying the Office of Property Administration of any changes to the asset location and/or status. The Property forms are located at http://opa.uchc.edu/opa\_inv/pam.htm#APPENDIX\_D

Note: Equipment with an asset number not ending with '00' is a non-tagable asset. Equipment is deemed non-tagable if it is installed in another piece of equipment (eg. disk drive, cards), or it is physically non-tagable (eg. mini sensors, invasive patient equipment). Any changes to these non-tagable assets must also be communicated to the Office of Property Administration.

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 Inventory Control Manual. I also understand that it is my responsibility to communicate any changes to the location and/or status of the equipment to the Office of Property Administration by completing the appropriate inventory forms located in the Inventory Control manual. The Inventory Control manual may be found on the web at http://opa.uchc.edu/opa\_inv/pam\_home.html.

AUTHORIZED SIGNATURES:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date
Department Head