

**Texas A&M University-Commerce**  
**Certification of Physical Inventory of Property**  
Property Management Services  
Financial Services

**FAMIS Dept Code:** \_\_\_\_\_

**SUB-Dept Code:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ **FY: 2005**

**Phone Extension:** \_\_\_\_\_ (Please insert APO's extension)

I hereby certify that a complete physical inventory has been taken of the property charged to this account and that all items on the attached listing are present and accounted for except as noted. Below, I have provided the names of all personnel who provided me with assistance during the inspection of the annual physical inventory for FY 2005.

*This form requires the signature of the Accountable Property Officer.*

\_\_\_\_\_  
Signature of APO Date

\_\_\_\_\_  
Printed Name of APO

Name(s) of Person(s) actually conducting inventory:  
*Please Print*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_