



PHYSICAL INVENTORY VERIFICATION OF CAPITAL & CONTROLLED EQUIPMENT

This is to verify that I have physically confirmed that the items listed below are located in the building/room indicated. I understand that assets must be scanned at least every other year. In rare exceptions, when scanning is not possible, I understand that I will have to verify these items each year for physical inventory purposes so that the property records can be updated. An explanation for verification by form is requested below.

List verified equipment below:

Tag Number	Serial Number	Equipment Description	Building/Room

Explanation for verification by form:

Printed Name: _____

Signature: _____ Date: _____

Title: _____ Phone #: _____

PeopleSoft Department ID#: _____

If you have any questions regarding the completion or understanding of this form, please contact CAM at 713-500-4701.