



Stephen F. Austin State University

CHANGE IN EQUIPMENT MANAGER (Department Head) CERTIFICATION OF PHYSICAL INVENTORY

This form is to be completed by:

- **Out-going** Equipment Managers (interim or permanent) within 30 days prior to the last day of service
- **In-coming** Equipment Managers (interim or permanent) within the first 30 days of service in the Equipment Manager position.

A current property list may be provided by the Property Manager at #4618 or printed from Webfocus Reports. The Property Office can also assist with the inventory by use of the RFID scanners.

Department	Org #	Box #	Phone #	Date of Inventory	Inventory Conducted By

SIGNATURE of Person conducting inventory

In accordance with Texas Gov't Code Ann. Sec. 403.273(f) and (g), I hereby certify that a physical inventory was conducted for all property assigned to the departing Equipment Manager.
(Inventory must be conducted by someone other than the out-going Equipment Manager)

Out-Going Equipment Manager (Interim or Permanent)	Campus ID #	In-Coming Equipment Manager (Interim or Permanent)	Campus ID #

In accordance with Texas Government Code 403.275 I understand that I am liable for SFA property assigned to me. See Property Liability Policy 16.22.

SIGNATURE **Out-Going** Equipment Manager (Interim or Permanent) Date

SIGNATURE **In-Coming** Equipment Manager (Interim or Permanent) Date

Mail this certification and a copy of the property list to the Property Office at Box 13030, or scan and email to Property@sfasu.edu.
Note any room changes or discrepancies on the property list.