**Property Coordinator Sign-off**

**Cost Center Head Sign-off**

Total Acquisition Value: $

# of Missing assets:

a.

to “Missing” in Workday.

The following number of assets was determined to be Missing and their status has been changed

4.

Date

Signature

Date

Printed Name

Signature

Title

Printed Name

**Cost Center #:**

:

**Fiscal Year**

**Form**

1.

All location changes have been inputted into Workday (or deferred to Property Control – see below).

3.

Control.

A set of electronic mark-ups (or manual equivalent) will be submitted with this form to Property

2.

completed for the Cost Center(s) listed above.

1. An annual inventory which includes accounting for Mobile Devices has been accurately

**Annual Inventory Sign-off**

I attest to the following: