



STATE OF WEST VIRGINIA  
Department of Administration  
Purchasing Division

# Asset Management Certification Cover Sheet

Fiscal Year \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Agency State Level Organization Number: \_\_\_\_\_

Agency Asset Coordinator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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Agencies are required to certify their inventory each year and complete this Asset Management Certification Cover Sheet and submit to the Purchasing Division by July 15 each year. I hereby certify as true and accurate the following:

- A physical inventory of all Reportable Assets under the department head's jurisdiction was completed as of \_\_\_\_\_. (A physical inventory is required once every three years of all agency-owned assets).
- All assets under the department head's jurisdiction as of June 30, \_\_\_\_\_, with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more and all weapons, regardless of acquisition cost, were entered in the wvOASIS fixed asset module for the current fiscal year, and,
- All obsolete assets under the department head's jurisdiction were retired in accordance with Surplus Property policy, procedures and guidelines.
- All real property under the department head's jurisdiction has been properly entered into the wvOASIS fixed asset module. (**West Virginia Code** §5A-3-35 also requires agencies to report real property to the Director of the Purchasing Division. By signing this form, the department head certifies that the agency has properly entered real property into wvOASIS and that wvOASIS will serve as the required report.)

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be submitted no later than July 15, \_\_\_\_\_ to:

West Virginia Purchasing Division  
Program Services Section  
Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064  
FAX: (304) 766-2631