



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: \_\_\_\_\_

- 
- I hereby certify that a physical inventory of this agency's assets 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 WVFIMS Fixed Assets System for the current fiscal year.
  - All obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

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