



West Virginia Purchasing Division

Fixed Asset Reconciliation Approval Statement

In accordance with **West Virginia Code** §5A-3-34 relating to the Purchasing Director's authority over inventories and property, "the director shall, under the direction and supervision of the secretary, have full authority over inventories and property."

In preparation of the Enterprise Resource Planning (ERP) system, wvOASIS, it is necessary to convert accurate and complete data from the current WVFIMS Fixed Asset System.

This letter is to confirm that after review of my agency's fixed assets that have been deemed as "lost," I certify that I have reviewed the list of items declared as lost and have considered all efforts made to locate these items. As a result of this review, I approve the removal of the recommended items from the agency's inventory.

I hereby certify that I am in agreement with all information as outlined above as indicated by my signature below.

Department: _____

Department Head: _____

Signature: _____

Date: _____

Cabinet Secretary: _____

Signature: _____

Date: _____