

CERTIFICATE OF COMPLETION: STOCKTAKE 2008

Faculty/School/Area _____

DATE COMMENCED
____/____/2008

DATE COMPLETED
____/____/2008

CONDUCTED BY _____

(Name of Asset Officer)

(Name of Stocktake Officer)

I certify that the information as entered on the attached 2008 Asset Stocktake List is true and accurate and that the Stocktake has been carried out in accordance with the procedures contained in the 2008 Fixed Assets Stocktake – Guide for Assets Officers.

Investigation has been undertaken to identify assets NOT FOUND. All forms relating to these assets have been completed and submitted to the Financial Services Assets Office. For items on loan to staff, students or external parties either the entry in the Loan Book for the area has been sighted or an Items on Loan form has been completed and is attached.

I have assessed all assets on the 2008 Stocktake List and annotated where Asset Impairment is applicable, including written justification.

SIGNED (Asset Officer)

PRINT NAME HERE

STAFF ID

DATE / / 2008

SIGNED (Head of Faculty/School/Area)

PRINT NAME HERE

STAFF ID

DATE / / 2008