



Department of Finance & Administration

Division of Accounts

AGENCIES ARE RESPONSIBLE FOR THE TAKING OF AT LEAST A BIENNIAL PHYSICAL INVENTORY OF SENSITIVE, NON-CAPITAL ASSETS TO ENSURE THAT THESE ASSETS ARE STILL IN USE, AND CORRECTLY IDENTIFIED IN THE AGENCY'S SENSITIVE NON-CAPITAL ASSETS INVENTORY TRACKING SYSTEM. AGENCIES MUST PROVIDE AN INVENTORY REPORT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, DIVISION OF ACCOUNTS WITHIN 30 DAYS FOLLOWING INVENTORY COMPLETION.

SENSITIVE NON-CAPITAL ASSET PHYSICAL INVENTORY SUMMARY REPORT

SECTION 1

BUSINESS UNIT			
DATE PREVIOUS INVENTORY COMPLETED			
DATE CURRENT INVENTORY COMPLETED			
TOTAL NUMBER OF SENSITIVE NON-CAPITAL ASSETS		TOTAL DOLLAR VALUE OF SENSITIVE NON-CAPITAL ASSETS	

SECTION 2

SUMMARY OF INVENTORY METHOD (CHOOSE ONE)

FULL INVENTORY

SAMPLE

IF "SAMPLE" IS CHECKED, PLEASE COMPLETE SECTION 3, OTHERWISE GO TO SECTION 4

SECTION 3

WERE ITEMS INCLUDED IN THIS INVENTORY COUNT INCLUDED IN IMMEDIATELY PREVIOUS INVENTORY? (CHOOSE ONE)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
TOTAL # OF ITEMS IN SAMPLE	PERCENT OF TOTAL ITEMS INCLUDED IN THIS SAMPLE (CALCULATED DO NOT ENTER)	

SECTION 4

SUMMARY OF INVENTORY RESULTS

ITEMS LOCATED	NUMBER	PERCENTAGE LOCATED (CALCULATED FIELD, DO NOT ENTER)
ITEMS NOT LOCATED	NUMBER	PERCENTAGE NOT LOCATED (CALCULATED FIELD DO NOT ENTER)

SECTION 5

RETIREMENT OF ITEMS NOT LOCATED

WERE ALL RETIREMENTS PROCESSED IN THE INTERNAL TRACKING SYSTEM (CHOOSE ONE)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IF "NO" WAS CHECKED IN THE OPTION ABOVE DESCRIBE THE AGENCY'S PLAN AND ANTICIPATED TIMEFRAME TO LOCATE THE MISSING ITEMS:

SECTION 6

	FISCAL OFFICER	DESIGNATED POLICY 32 CUSTODIAN
NAME		
SIGNATURE		
EMAIL		
DATE		

DEPARTMENT OF FINANCE AND ADMINISTRATION, ASSET MANAGEMENT USE ONLY

RECEIVED BY

SIGNATURE

DATE RECEIVED

PLEASE ENCLOSE A COPY OF YOUR AGENCY'S SENSITIVE, NON-CAPITAL ASSETS POLICIES (POLICY 32 STATEMENT)