



UMass | Dartmouth

**PHYSICAL INVENTORY DEPARTMENT MISSING INVENTORY
RECONCILIATION CERTIFICATION**

This form is to be signed by an individual with budgetary authority and returned with department's reconciliation of missing inventory.

Department Name: _____

The attached Departmental Missing Inventory Reconciliation Form represents the status of inventory under my area. Please make the changes in the University's asset management system as indicated on the attached Departmental Missing Inventory Reconciliation Form.

(Dean/Dept Head/Director-Print Name)

(Title)

(Signature)

(Date)