

Self-Audit Verification Form

Receiving & Property Control

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

Instructions: Once the self-audit is completed, the Department/Unit Head should sign below along with the Department Property Contact, and one other person that has verified the updated self-audit information.

This form prepared by:

Name: _____ Phone: _____ Date: _____

AGENCY _____ DEPARTMENT _____ DEPT CODE _____

DATE SELF-AUDIT COMPLETED _____ NUMBER OF ITEMS _____ TOTAL COST _____

- CHECKLIST:
- Locations have been verified and/or updated in InCircuit including room, building number, hand receipt information (if applicable)
 - Person responsible has been entered on each asset record in InCircuit
 - Assets not physically located have one or more of the following forms attached for explanation:
 - Disposal Form
 - Police Report
 - Transfer Form
 - Affidavit
 - Updated Hand Receipts are attached
 - Acquisition Forms are attached for any outstanding equipment purchases
 - A copy is in the departmental file

I verify that the self-audit has been completed and verified by me personally. Documentation for lost/stolen items, disposals, transfers, donations, etc. have been attached to this document for review by Receiving & Property Control.

DEPARTMENT PROPERTY _____

CONTACT: Printed Name _____ Signature _____ Date _____

THIRD PERSON _____

VERIFICATION: Printed Name _____ Signature _____ Date _____

I have reviewed the attached self audit and it is complete and accurate.

DEPARTMENT/UNIT HEAD: _____

Printed Name _____ Signature _____ Date _____