

# UCLA Equipment Management EQ920 Certification Letter

Enter your 4-digit custody code: \_\_\_\_\_

Enter your 4-digit dept (FS) code: \_\_\_\_\_

Enter your dept name: \_\_\_\_\_

**University policy and Federal regulations require the performance of physical inventories for all equipment in departmental care and custody.**

**As Equipment Custodian for the Custody Code listed above I certify that:**

- **I have performed a physical inventory of all equipment listed in the EQ920D**
- **I have updated the Equipment System database for all fields including description, model number, serial number, location, and condition**
- **I have no inventorial equipment with a “Last Inventory Date” older than two years from the date signed below**

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PRINT PREPARER NAME

TELEPHONE NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PREPARATION DATE

**I certify that I have reviewed the results of the physical inventory conducted by the custodian and confirm that the information in the Equipment System accurately reflects the results of this physical inspection.**

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PRINT APPROVER NAME

APPROVER TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CERTIFICATION DATE