



STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division

Asset Management Certification Cover Sheet

Fiscal Year _____

Agency Name: _____

Agency State Level Department Number: _____

Agency Asset Coordinator: _____

Telephone Number: _____

Agencies are required to certify their inventory each year by completing this Asset Management Certification Cover Sheet and submitting it to the Purchasing Division by July 15. I hereby certify as true and accurate the following:

- The last physical inventory of all Reportable Assets under the department head’s jurisdiction was completed as of _____ (A physical inventory, which includes tangibly viewing all assets, is required once every MONTH/YEAR three years for all agency-owned assets).
- All assets under the department head’s jurisdiction as of June 30, _____, with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more, and all weapons, regardless of acquisition cost, were entered into the wvOASIS Fixed Asset Module for the current fiscal year and all shell-manual documents are final. The mass depreciation job is run every year in August.
- All obsolete assets under the department head’s jurisdiction were retired in accordance with Surplus Property policy, procedures and guidelines.
- All real property under the department head’s jurisdiction has been properly entered into the wvOASIS Fixed Asset Module. (**West Virginia Code** §5A-3-35 requires agencies to report real property to the Director of the Purchasing Division. By signing this form, the department head certifies that the agency has properly entered real property into wvOASIS and that wvOASIS will serve as the required report.)

Head of Spending Unit Signature: _____

Head of Spending Unit Title: _____

Date: _____

To be submitted no later than July 15, _____, to:

West Virginia Purchasing Division
C/O: Program Services Section, Surplus Property Unit
2700 Charles Avenue, Dunbar, WV 25064
FAX: (304) 766-2631
wvsasp@wv.gov