

UCLA Equipment Management EQ920 Certification Letter

ENTER YOUR CUSTODY CODE:	
---------------------------------	--

DEPARTMENT NAME:

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

Custodianship of the equipment listed in the EQ920 is hereby acknowledged and certification of this form confirms that the EQ920 information is in agreement with the results of the physical inventory. **Utilization and serial# information is entered into the online database including sharing information, condition codes, on or off campus updates, and last inventory dates.**

--	--

ENTER NAME: DEPARTMENT CHAIR/MSO

TELEPHONE EXTENSION

SIGNED: DEPARTMENT CHAIR/MSO

CERTIFICATION DATE

--	--

ENTER NAME: PREPARER

TELEPHONE EXTENSION

SIGNED: PREPARER

PREPARATION DATE