

*University of Kentucky  
Office of the Treasurer  
Capital Assets*

**Annual Capital Equipment Inventory Certification Sheet  
(To be Completed only by Departments with Exceptions)**

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Department Number \_\_\_\_\_ Department Name \_\_\_\_\_

After a department with exceptions has completed the final edit of the equipment inventory in the eBARS Inventory System, the department head must review all required documentation for any exceptions and attach to this form. Detailed instructions are on the Plant Assets Inventory web site at [Capital Assets Accounting](#) on the Equipment Inventory tab and on the [eBARS](#) website.

This Certification Sheet and all necessary paperwork for exceptions must be returned to Capital Assets, 371 Peterson Service Building, University of Kentucky, Lexington, Kentucky, 40506-0005, **no later than January 31, 2018**. The removal of equipment as lost requires the completion of the Lost Equipment Report and the approval of your Provost or Executive Vice-President. If your department is required to forward to a Unit or Area Fiscal Officer for central processing, please allow sufficient time for the additional review.

The equipment inventory verification process may include audits by Capital Assets Accounting personnel. Departments that have not completed their inventory and, where necessary, submitted all required documentation, by January 31, 2018 may be audited in addition to other selected departments.

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Person Verifying (Please Print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of Person Verifying: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Department Head (Please Print): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

**(By signing this form the department head is certifying that the supporting documentation for exceptions has been reviewed and is attached.)**

Unit Budget Officer (If Required): \_\_\_\_\_

Area Fiscal Officer (If Required): \_\_\_\_\_

TO BE COMPLETED BY CAPITAL ASSETS

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Date Received: \_\_\_\_\_ Corrected by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: