



# Physical Inventory Certification

By signing out for the property listed below, the borrower agreed to the following: during the physical inventory process, (1) to either bring in the property for physical view by the Property Management Office (Physical Inventory Certification form not required), or (2) to acknowledge the item is in their possession and in good working condition by signing-off on the Physical Inventory Certification form.

Date: \_\_\_\_\_

To: Property Management Office (extension 5-4880, property@csulb.edu)

Property Tag #	Description (include Serial Number)	Location	Working Condition

I acknowledge that the item(s) listed above are in my possession at the location identified and are in good working condition.

Name of Borrower: \_\_\_\_\_ Extension: \_\_\_\_\_

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

I confirm that the item(s) listed above have been loaned to the borrower identified above and that the required documentation (Department Property Check-Out Log or Off-Campus Loan form) has been approved and is maintained in the department office.

Department Record Keeper: \_\_\_\_\_ Extension: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Record Keeper

\_\_\_\_\_  
Date