Morgan State University

Property Control Department

Annual Inventory Verification Form

In accordance with Property Control inventory control procedures, each Property and Accountable Officer (PAO) is required to verify the inventory on file for their department. The PAO must provide the Property Control Department with a listing of all Sensitive and Capital Assets as defined in the PAO Guide.

**I verify that the assets listed on the attached printout are accounted for as a result of a physical inventory being conducted. All discrepancies have been annotated on the attached listing. I have resolved all discrepancies in accordance with the instructions in the PAO.**

Signature: Email:

Name: Date: Ext:

**Accountable Officer:**

Signature: Email:

Name: Date: Ext:

**Property Officer:**

**Office Use Only:**

**Property Control Verifier:**

**Date:**

**Name**

**Signature:**

PPC09 (05/2023)