

Creighton

UNIVERSITY

Equipment Certification Form

This form is used to certify that all equipment has been properly tagged and the true location of the equipment matches the location documented at the central office.

Department _____

Org _____

I certify that all equipment listed on our department inventory report resides in this department and is properly tagged.

One or more pieces of equipment have changed location. (Please complete the Asset Disposal/Move Form and return along with this form.)

The department has disposed of one or more pieces of equipment. (Please complete the Asset Disposal/Move Form and return along with this form.)

Name _____

Signature _____

Date _____