



Inventory Verification of Loaned Assets

Business and Financial Services
Property Management Office

Colorado State University
Business and Financial Services
Property Management
555 S. Howes St, 3rd Floor
6003 Campus Delivery
Fort Collins, CO, 80523
(970) 491-2270

Asset Representative

Date

Colorado State University is conducting a biennial physical inventory of capital assets including all off site controlled property.

Property has been loaned to you for use on a collaborative project and our records show the following item(s) in your possession:

Please:

- 1) Physically verify that you have these items with a submission of a date stamped photograph of its CSU id tag or serial number. Photograph may be waived in certain circumstances-please partner with your Department Property Contact.
- 2) Verify the property record details are accurate
- 3) List any CSU property not included above
- 3) E-mail this completed affidavit and photograph(s) to the CSU Property Management Office bfs_property_managment@colostate.edu

Affidavit:

I affirm that all property containing a CSU id tag, listed above, is in my possession, and has been physically inventoried.

Name

Title

Date

If the property is no longer in your possession, please provide detailed information on its current location and custodian. Attach any supporting correspondence or documentation in addition to this affidavit.

Name

Title

Date