



AGENCY INVENTORY SYSTEM (TRACKS) FIXED ASSET INVENTORY
LOCAL OFFICE CERTIFICATE OF COMPLETION

In accordance with the requirements stipulated in the office of Financial Management Policies, Regulations, and procedures Manual, we attest to the completion of a fixed asset inventory for the office indicated below and on the attached documentation.

All items have been reconciled to the TRACKS database or otherwise accounted for on the exception list.

LOCAL OFFICE NAME		
COST CENTER NUMBER		REGION
LOCATION CODE	LOCATION NAME	
SIGNATURES		
AIS REPRESENTATIVE'S SIGNATURE	DATE	PRINTED NAME HERE
LOCAL OFFICE ADMINISTRATOR'S SIGNATURE	DATE	PRINTED NAME HERE