

**Department of Finance & Management
Financial Operations Division
109 State Street – 4th Floor
Montpelier, VT 05609-5901**

ASSET INVENTORY VERIFICATION FORM

Per VISION Procedure #1: Asset Management, all Departments must conduct and complete an annual physical inventory between May 1 and June 1. All additions, deletions, and transfers of assets from the physical inventory must be properly recorded in the VISION Asset Management Module by June 15. Please use the VT_AM_ASSET_LIST query to complete this task. When all asset information is complete in the VISION Asset Management Module, re-run the VT_AM_ASSET_LIST query to Excel and submit a copy of the data with this signed Asset Inventory Verification Form to Financial Operations by June 20.

As the Appointing Authority, I verify that a physical inventory of assets as defined in the Department of Finance and Management's VISION Procedure #1: Asset Management has been conducted for fiscal year ending June 30, *(enter FY)* for business unit(s) *(enter your AM bu(s))* and that the attached VT_AM_ASSET_LIST Query is an accurate listing of these assets.

*** Important: Appointing Authority refers to agency secretaries, department commissioners, elected officials, and their deputies, or, heads of divisions, boards, and commissions not reporting to a department commissioner.**

Printed Name & Title of Appointing Authority

Appointing Authority Signature & Date

Please return this form and the asset listing no later than June 20 to:

**Rhonda Partlow – Financial Operations
Department of Finance and Management
109 State Street – 4th floor
Montpelier, VT 05609-5901**

E-mail: Rhonda.Partlow@vermont.gov

The Asset Management Procedure can be found on the [VISION Procedures](#) page of the Finance & Management website.