



U.S. Department of Commerce
Personal Property Management Division
Office of Administrative Services

**CERTIFICATION OF PHYSICAL INVENTORY FORM CONDUCTED
BY PROPERTY ACCOUNTABILITY OFFICER (PAO)**

PAO Name: _____

PAO Custodial Area: _____

Office Name: _____

Physical Inventory Completion Date: _____

In accordance with the *Department of Commerce Personal Property Management Manual*, dated October 2007, I certify that the 100% physical inventory is complete and all items have been accounted for and reconciled as of the date listed above. The physical inventory results, derived from the Personal Property Management System, represent a true and accurate accounting of all property within my PAO area and are reflected on the attached Executive Summary Report. Additionally, attached are the Property Custodian (PC) certification statements within my PAO office/organization; which represent a 100% completion, accounting, and/or reconciliation of all property within the PC custodial area(s) under my control and responsibility.

SIGNATURE: _____

PRINTED NAME: _____

DATE: ____/____/____

Please make a copy of the signed and send the original to:

Jennifer Jessup, OS Property Management Officer
Personal Property Management Division
1401 Constitution Ave, NW, Room 2859
Washington D.C. 20230
Phone: 202-482-5054
Fax: 202-482-5440