

**WEST VIRGINIA LEGISLATURE**  
*Joint Committee on Government and Finance*



**ANNUAL CERTIFICATION COVER SHEET**

To: Inventory Coordinator

From Inventory Tracker

Date:

The Annual Certification Forms have been completed by all *division name* employee's assigned equipment. The following changes need to be made in PICS based on the Certifications. All necessary Equipment Assignment Forms and Equipment Returned Forms have been provided:

Bar Code	Description of Adjustment Needed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I certify I have reviewed the Annual Certifications and any discrepancies are noted above.