FORM 15

Complete ALL information, including total discrepancies below. The **Responsible Officer must sign completed form** (digital signature acceptable). Completed/ signed forms can be sent to Property Control at Property_Control@niu.edu

Sector - Location Code: **64401 -** ______ (5-digits)

Department Name

Examiner's Name (Type or Print) | Phone #

Responsible Officer's Signature | **Date**

Responsible Officer's Name (Print) | **Date**

______ Total Discrepancies (Missing/Stolen)

I hereby certify that a complete physical inventory of assets has been completed for this sector and this report represents a true and accurate accounting of assets to the best of my knowledge.

Tag No.	**Description of Item**	**Purchase Date**	**Purchase Price**	**Discrepancy Explanation (Missing/Stolen)**