

**Texas Comptroller of Public Accounts
 State Property Accounting**

CERTIFICATION OF PHYSICAL INVENTORY CONDUCTED BY AGENCY

In accordance with the Tex. Gov't Code Ann. sec. 403.273 (f) and (g), I hereby certify that a physical inventory was conducted for all personal property maintained on the State Property Accounting System and in the possession of:

Name of Agency/Institution Texas Real Estate Commission	Agency Number 329
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Date(s) Physical Inventory was (were) Conducted February 1 - 28, 2003	Method Used to Conduct the Inventory (manual, bar code scan, etc.) Manual
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Contact Person(s) Responsible for conducting the Inventory Barbara Johnston & Karen Alexander

Number of Property Items 419	Value of Property Items \$1,001,004.43	Fiscal Year 2003
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I hereby certify that the values of all personal property derived from the inventory will be accurately reflected in the State Property Accounting System.

<input type="checkbox"/> Reporting Agencies Changes will be submitted to the Comptroller's Office via tape reel or cartridge, on-line data entry, or EFT, by _____ Date	<input checked="" type="checkbox"/> Internal Agencies: Changes will be made on-line to the State Property Accounting System by <u>3/6/03</u> Date
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I hereby acknowledge that the results of the physical inventory will be maintained on file and that the Texas Comptroller of Public Accounts will be notified of any discrepancies during the physical inventory as required by the Comptroller's policies and procedures.

Signature of Agency/Institution Head or Designee <i>Alan R. Waters</i> Alan R. Waters, Property Manager	Date 3/7/03
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