



Homeland Security



## Biennial Equipment Inventory Certification

**Instructions:** A 'physical' Inventory of Equipment must be taken and the results reconciled with the Master Inventory List every two (2) years beginning January 2014. This is a sub-grantee requirement from the *Office of Inspector General – Department of Homeland Security*, as the result of their Nebraska 2013 Audit. Once the reconciliation has been completed, please sign & date this certification sheet and attach it to the front of your inventory listing. Submit signed & dated sheet and reconciled inventory listing to NEMA via Fax, E-Mail, or next scheduled Monitoring Visit. All equipment purchased with DHS grant funds should appear on your inventory, or if they have been transferred to another department, agency, county, or surplus; Hand Receipts or Transfer Documentation need to also be attached to the back of the inventory prior to submission to NEMA.

Signature	Date