

Texas Comptroller of Public Accounts State Property Accounting

CERTIFICATION OF REQUEST FOR AGENCY REPORTING STATUS

Our agency \_\_\_\_\_, Agency Number \_\_\_\_\_, requests that the State Property Accounting certification status indicated below be granted:

Check appropriate boxes:

[ ] INTERNAL

We hereby request to use the State Property Accounting System as our internal property accounting system. We also agree to report all items identified as mandatory by the Comptroller of Public Accounts.

[ ] REPORTING

We hereby request to be allowed to modify our existing property system to comply with the reporting requirements of the Comptroller. We further agree to report property information in the prescribed format on a quarterly basis.

[ ] EXEMPTION

We also request that our agency be granted an exemption from reporting certain property in accordance with the: (1) Tex. Health & Safety Code Ann. sec. 12.053 (Vernon 1992), (2) Texas Human Resource Code, sec.91.023 or 111.002(5)(J).

I understand that my agency's certification status is contingent upon the Comptroller of Public Accounts' consultation with the Office of the State Auditor and the Texas Building and Procurement Commission. I further understand that reporting status will not be official until I am notified by the Comptroller of Public Accounts.

Signature of Agency / Institution Head or Designee

Date

