



Before submitting your Annual Certification, complete any necessary edits and transfers and review all reports (review [Annual Property Certification Checklist](#) for guidance).

The system can be accessed from:

- [Property Inventory System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > System Links > Property Inventory

**The Annual Certification is a two-step process.  
It must first be submitted and then approved**

## Step 1 – Submitting the Annual Certification

The certification can be submitted by the Property Custodian, a Delegate or a designee of the Property Custodian who has access to the inventory reports of the department.

- Select **Annual Certification** from the Property Inventory page
- Click **Submit**
- Verify Reports
  - If reports are not correct, click **Cancel**
  - If reports are correct, click the checkbox **I have read and agree to the statement above** and then click **Submit**

The Property Custodian and all Delegates will receive a notification email of the pending approval with a link to the Property Inventory System.

## Step 2 – Approving the Annual Certification

The certification must be approved by the Property Custodian or a Delegate.

- Select **Annual Certification** from the Property Inventory page
- Verify Reports
  - If reports are not correct, click **Deny** and then click **Yes**
  - If reports are correct, click **Approve**, click the checkbox **I have read and agree to the statement above** and then click **Approve**

**Annual Inventory Certifications that are submitted with assets on the “Items Missing Information” report will be deleted and will need to be resubmitted after all missing information has been added.**

Policy questions regarding the Annual Certification process can be directed to Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).

Training questions about the Annual Certification process can be directed to Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).