

**Sample Inventory Representation Letter**

XYZ Department  
University of California  
Davis Campus

To: Jim Seibert  
c/o Accounting Office  
Davis Campus

Re: (Name of Unit) June 30, 20XX Physical Inventory of \$50,000 or more

All physical quantities were determined by actual count on this date (s)\_\_\_\_\_ and the total amount of the inventory is \_\_\_\_\_.

The quantities were priced on the basis of (actual) (estimated) (actual and estimated) costs to the department.

Cost was determined by (invoice price, current catalog price) of last purchase.

Sales tax (is) (is not) included in all items.

Office supplies (were) (were not) included in the physical count.

There (are) (are not) material amounts of obsolete or otherwise unusable goods, as determined by our observation and examination, included in the inventory.

All said inventories are the property of the University of California and to the best of our knowledge all liabilities pertaining to these inventories have been accrued or paid.

The inventory (was) (was not) taken in precisely the same manner as last year. (If not, please indicate in what way it was changed.)

In my opinion, this year's inventory represents a fair determination of inventory values as of the date(s) taken.

Sincerely,

(Unit Manager)