

## 2023 Physical Facilities Inventory Space Survey Verification Form

You are receiving this document as a designated department/division head, director, or manager.

This form represents your acknowledgment that your department/division Physical Facilities Inventory Space Survey is accurate and complete for 2023. Please complete, sign, and return to the Office of Budget and Finance no later than Friday, **May 25, 2023**.

Responsible Cost Center Number:

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Responsible Cost Center Name:

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Inventory Completion Reviewed and Verified by:

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Dept/Division Head or Responsible Party Signature:

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Date: \_\_\_\_\_

Email ID: \_\_\_\_\_

Instructions and reference materials for the facilities inventory reside on the IRIS website at <https://iris.tennessee.edu/iris/real-estate/> or UTC's Facilities Planning & Management site at [UTC Annual Space Survey](#).

**Submit verification to:** Melita-Rector@utc.edu  
Or campus mail at Race Hall 203, Office of Budget and Finance, Dept. 5705