



March 18, 2022

Memorandum

TO: All Property Custodians

FROM: Corina Ramirez, Director of Accounting & Finance *CR*

RE: Annual Inventory of Capital Equipment and other Reporting Requirements

A listing of the capital equipment, which is currently assigned to your department and certification coversheet will be delivered via email on or before March 22. Please conduct a physical inventory of these items as of March 28, 2022.

Please note the policy requirement specified by the University & State Comptroller:

1. The inventory should be conducted by a team of two or more individuals and documented by initialing in the column provided and signing the cover sheet.
2. The condition of the property should also be evaluated during the inventory and should be indicated in the appropriate column as good, fair or poor.
3. Building, Room and User should also be indicated in the appropriate column as location reference.
4. If an item is missing, lost, or cannot be found, complete as "cannot locate". Property and Inventory department will research with other departments, add-ons, storage, etc. If item still cannot be found, then a Lost or Stolen Property Report will be completed. This will declare "missing property" to indicate that the department is uncertain of its location and will continue to make efforts to search until property is found or resolved.

Upon completion of your inventory, please date and sign all completed inventory sheets, certification cover sheets and indicate the team who conducted the inventory. These should be returned to: Property Inventory Clerk, Box C-500. All inventories must be completed and **returned no later than April 22, 2022.**

Thank you for your cooperation.

ACCOUNTING SERVICES

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