

February 18, 2011

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Helpful Links

[Property Control](#)

This link will take you to the Business Affairs Property Control website.

Contact Us

Property Control

PROPCONTADMIN@uthscsa.edu

TO: HSC Faculty and Staff
FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer
SUBJECT: FY 2011 Annual Physical Inventory Packets

**FY 2011 Annual Property Inventory
Packet Distribution through Electronic Mail
Packets to be delivered by
February 28, 2011
Packets due to Property Control by
April 29, 2011**

The FY 2011 Annual Inventory process will begin on Monday, February 28, 2011, and continue through Friday, April 29, 2011. The inventory packets will be distributed to the departments through electronic mail.

Included in the packets will be the departmental property listing, all necessary forms, and detailed instructions concerning the annual inventory process.

If you have any questions, please contact Property Control at [Property Control-Admin@uthscsa.edu](mailto:PropertyControl-Admin@uthscsa.edu).

Thank you for your cooperation.