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- Instructions for FY 2012 Physical Inventory of Equipment

Helpful Links

[Office of Accounting](#)

[HSCSA Property Control](#)

These links will take you to the related Business Affairs department web sites

Contact Us

Accounting

Acctg-admin@uthscsa.edu

Property Control-Admin

propcontadmi@uthscsa.edu

TO: Department Heads, Assistant Deans, Assistants to the Deans and Vice Presidents, Department Administrators

FROM: Andrea M. Marks, MBA, CPA
 Vice President and Chief Financial Officer

SUBJECT: FY 2012 Annual Physical Inventory of Equipment

The Annual Physical Equipment Inventory process has been modified for FY 2012. Beginning this fiscal year, inventory packets will be sent to departments following a staggered schedule of distribution date and corresponding due date.

Approximately 65 departments will receive their packets with each distribution. The first two batches of inventory packets were distributed via e-mail beginning Monday, February 27th. Please refer to the schedule below for the distribution date and due date of inventory packets for your department(s).

Qtr	Sent to Dept	Due Date	Departments
Qtr 1	02/27/12	04/27/12	H4100-H4170, M1000-M1800, M2100-M2204, M2400-M2900, M4100-M4830
Qtr 2	02/27/12	04/27/12	DXXXX, GXXXX, I5000-I5006, M1900-M1913, M2300-M2310
Qtr 3	03/26/12	05/25/12	M3101-M3561, N1000-N1600, P5000-P5700, T5000-T6700, U5000-U5100
Qtr 4	06/04/12	08/03/12	AXXXX, BXXXX, EXXXX, H1000-H1200, L5000, R1000-R4800

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

Thank you for your cooperation. If you have any questions, please contact Property Control at propcontadmi@uthscsa.edu