

February 25, 2013

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- Instructions for FY 2013 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 2013 Annual Physical Inventory

The FY 2013 Annual Inventory process will begin February 28 to be completed by July 31, 2013. Inventory packets will be sent via email your department's inventory contact according to the following schedule:

Group	Sent to Dept	Due Date	Departments
1	02/28/13	04/26/13	DXXXX , GXXXX , H4100-H4158, I5005-I5006, M1000-M2900, M4100-M4830
2	03/28/13	05/31/13	M3100-M3561, N1000-N1600, P5000-P5800, T5000-T6800, U5000-U5100
3	05/30/13	07/31/13	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.

New in the packet this year will be a listing of all employees in your departments that have 5 or more capital/controlled items checked out on a Property Removal Permit (PRP). If you receive the PRP listing, please have each employee involved review the items they are responsible for and validate that all assets listed are still in use for university business.

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