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- FY 2014 Annual Physical Inventory

Helpful Links

[HOP Policy 6.3.5 – Physical Inventory](#)

[Texas Government Code TGC 403.273](#)

Contact Us

Propcontadmi@uthscsa.edu

TO: HSC Faculty and Staff

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

SUBJECT: FY 2014 Annual Physical Inventory

The annual inventory of equipment is an activity mandated by State of Texas guidelines. During the next 3-4 months, Property Control staff will be in your area performing a physical inventory of capital and controlled equipment. With a few exceptions, these are the pieces of university owned equipment that are tagged with a bar-coded inventory tag:



We seek your cooperation to successfully complete the inventory.

- Please allow access to your rooms, labs, or storage areas on the day that inventory is scheduled for your area.
- If you have any tagged university equipment in your custody away from university premises (laptop PC, etc), please bring these to work on the day that inventory is scheduled for your area. If the equipment you have checked out is bulky or inconvenient to bring to work, please share this information with your department's inventory contact person to arrange an alternative to physical scanning.

As mentioned in [Business Affairs Bulletin 02-2014](#), Property Control staff will work with your department's inventory contact person to provide advance notice of the physical inventory, and ensure that the physical inventory does not disturb sensitive equipment, conflict with patient schedules, or disrupt your research or teaching operations.

If you have any questions prior to your department's scheduled inventory, please contact Property Control at Propcontadmi@uthscsa.edu, or contact Ralph Kaster, Director of Accounting/Property Manager at kaster@uthscsa.edu or 562-6249.