

DATE: February 15, 2006
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

Business Affairs Bulletin No. 04 - FY 2006

SUBJECT: FY 2006 Annual Physical Inventory Packets

The FY 2006 Annual Inventory process will begin on Tuesday, February 28, 2006 and continue through Friday, May 5, 2006. This year, the inventory packets will be distributed to the departments through CAMPUS MAIL and should be delivered by Tuesday, February 28, 2006.

Included in the packets will be the departmental property listing, all necessary forms, and detailed instructions concerning the annual inventory process. Also included will be a list of contacts in the Property Control Office to assist with any questions or concerns.

FY 2006 Annual Property Inventory Packet Distribution through Campus Mail Packets to be Delivered by February 28, 2006

Please notify Jon Mosel by e-mail (mosel@uthscsa.edu) by Monday, March 6, 2006, to confirm the receipt of the Annual Property Inventory packet. Also, please include the name of the person who will be the contact for the department, and the person who will be responsible (if different from the contact person) for the completion of the inventory.

If you have any questions, please contact Mr. Jon Mosel, Manager, Property Control at 567-5975 (until February 24, 2006), 562-6253 (after February 24, 2006) or mosel@uthscsa.edu.

Thank you for your cooperation.