

DATE: February 12, 2007

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 and
Chief Financial Officer

Business Affairs Bulletin No. 03 - FY 2007

SUBJECT: FY 2007 Annual Physical Inventory Packets

The FY 2007 Annual Inventory process will begin on Wednesday, February 28, 2007, and continue through Friday, May 4, 2007. This year, the inventory packets will be distributed to the departments through CAMPUS MAIL and should be delivered by Wednesday, February 28, 2007.

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 that will be able to assist with any questions or concerns.

**FY 2007 Annual Property Inventory
Packet Distribution through Campus Mail
Packets to be delivered by
February 28, 2007**

Please notify Kit Ramzinski by e-mail (ramzinski@uthscsa.edu) by Friday, March 2, 2007, 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 Mrs. Kit Ramzinski, Manager, Property Control at 562-6253 or ramzinski@uthscsa.edu.

Thank you for your cooperation.