

**DATE:** February 17, 2010  
**TO:** Executive Committee Members, Assistant Vice Presidents,  
Chairs, Directors, Department Heads, Assistants to the Deans,  
Vice Presidents, and Departmental Administrators  
**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs/CFO

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**SUBJECT: FY 2010 Annual Physical Inventory Process**

The FY 2010 Annual Inventory process will begin on Friday, February 26, 2010, and continue through Friday, April 30, 2010. **The inventory documents to be completed will be distributed to the departments through electronic mail and are due to Property Control by April 30, 2010.**

Included in the information distributed 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 who can assist with any questions or concerns.

If you have any questions, please contact Samantha Crocker at 562-6244 or [crockers3@uthscsa.edu](mailto:crockers3@uthscsa.edu).

Thank you for your cooperation.