To: Deans, Department Heads, and Administrative Officers  
From: Katrena S. Davidson, Associate Vice President for Finance and Controller  
Date: June 7, 2021  
Subject: FY2021 Annual Equipment Inventory Verification Request

As Financial Managers, you are accountable for the safeguarding of fixed assets under your responsibility. As part of the annual audit activities, we are requesting that you confirm the status of the equipment under your responsibility and correct or fill in any missing information. Complete and accurate information is required for audit and insurance purposes. Attached you will find the Annual Equipment Inventory Verification Report for your area.

Equipment Inventory Verification Procedures and applicable forms can be found on the Controller’s Office website under general accounting and general accounting forms. **AS A REMINDER, CHANGES TO YOUR INVENTORY SHOULD BE COMMUNICATED TO THE CONTROLLER’S OFFICE THROUGHOUT THE YEAR AS THE CHANGES OCCUR.**

**YOUR TIMELY RESPONSE IS CRITICAL TO ENSURE THAT ASSETS ARE PROPERLY ASSIGNED AND RECORDED.** Therefore, we are requesting your response by June 30, 2021. If a response is not received by June 30, 2021, a second request will be sent out and copied to the administrative officer over the division.

For specific information, please contact Dina Casciano at extension 2256. Thank you for your cooperation.