

Email Subject: Notification of Extension for FY19 Physical Inventory AXXXXXX

Good afternoon,

This email is intended as a notification that the Physical Inventory for AXXXXXX – Department Name is currently **incomplete** and has reached the 15-business day limit per [Procedure 110.6 Physical Inventory](#). The departmental custodian has requested additional time for the necessary research, and Property Control has granted an additional two weeks. Summary details on the status of this inventory are listed below.

Limiting the time to diagnose the unaccounted assets is necessary for operational efficiencies, labor considerations, and capital stewardship. We ask that the department leadership work to support the Departmental Property Administrator (DPA) in the resolution of these items. A listing of the unaccounted assets is attached to assist with conversations.

Proper due diligence is required prior to listing an asset as lost and the Department will need to attest that the following research has been completed prior to submitting a disposal request to Property Control.

- Completed physical search of last known location.
- Followed up on leads. If told item(s) were given to another department for use, contact the other department to confirm.
- Questioned the last person in custody of the item(s)
- Department Chair or Designee has contacted departmental employees to solicit aid in searching for item(s)

After the completion of the extension, Property Control will assess the inventory and communicate an update to the Department.

Thank you for your assistance with bringing this inventory to a close.

Please let us know of any concerns or questions associated with this notification.

FY19 Physical Inventory	
Department	AXXXXXX- Department Name
Custodian	Last Name, First Name
Scanning Process (Phase 1) Start Date	MM/DD/YYYY
Scanning Process End Date	MM/DD/YYYY
Unaccounted Item Research (Phase 2) Start Date	MM/DD/YYYY
Extension Granted Through	MM/DD/YYYY

Starting Asset Count	961
Starting Asset Value	\$ 92,937,940.90

Phase 1: Scanner							
	Scanned Count	Other Dept Assets	Total Updated From Scan		Count % of Total Assets	Value of Updated Asset	Value % of Total Assets
Scanner #XXXX	171	12	159		16.55%		
Scanner #XXXX							
Total Scanned	171	12	159		16.55%	\$ 32,251,756.55	34.70%
Remaining Assets Phase 2			802		83.45%	\$ 60,686,184.35	65.30%

Phase 2: Manual Search 15 Business Day							
Found Assets			300		31.22%	\$ 35,000.00	0.04%
Total Accounted Assets			459		47.76%	\$ 32,286,756.55	34.74%
Remaining Assets			502		52.24%	\$ 60,651,184.35	65.26%