



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 16, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. FY 08-46

Delivered via Campus Email

To: Department Heads/Accountable Property Officers

From: Mary Lee Hodge
Vice President for Business Affairs

RE: Inventory Audits for Fiscal Year 2008

The Fixed Assets Department will be conducting 100% inventory audits for all University departments. The audit period will begin April 21, 2008 and continue through June 30, 2008. During these audits you will need to verify all equipment in your department, according to your inventory listing, and physically scan each bar code. We ask that all items located off campus be brought in during the time of your audit. We would appreciate everyone's full cooperation in order for these audits to go smoothly and efficiently.

Per the attached schedule, your department will need to check out a scanner from our Fixed Asset Department and return the scanner within the allotted time so we can upload your inventory into our bar code system. The Fixed Assets Department will have four opportunities for training on April 21st and 22nd for you or your designated inventory person to attend. **The training dates will be Monday, April 21, 2008 at 9:00 AM and 2:00 PM, and Tuesday, April 22, 2008 at 9:00AM and 2:00 PM. Training sessions will be held in Harrington Science Training Room 101.**

Upon completion of our audit, you will receive a copy of our findings. Any department that has more than 2% of their total inventory as missing or stolen must present a formal explanation with a plan to prevent such occurrences in the future.

During the Annual Inventory period (now – June 2008), you must review the updated inventory listing provided after the audits, make any necessary changes, and certify the inventory. If you have any questions or concerns, please feel free to contact Charles Washington via email at clwashington@pvamu.edu or 936-261-1916, or room 101, W.R. Banks Building.

Enclosure

xc: Rod Mireles
Charles Washington

MLH/pgs

April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 9:00 Inventory Training Harrington Sci., Rm. 101 2:00 Inventory Training Harrington Sci., Rm. 101	22 9:00 Inventory Training Harrington Sci., Rm. 101 2:00 Inventory Training Harrington Sci., Rm. 101	23	24	25	26
27	28	29	30			

May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 REEX/IRES – (17) CLAG (140) 2 DAYS CUST (12)	2 EDAD/EDUC (74) CHEM (100) BIOL (1 WEEK)	3
4	5 CPSC 1 WEEK; 342 ITEMS DISL 1 WEEK; 252 ITEMS (5 TH – 9 TH)	6 CLSC 1 DY; 60ITEMS DISAB 1DY; 8 ITEMS	7 ROTC/ARMY (27) SPSC (70)	8 CUIN (55) MDCA (44) STAF (32)	9 GRAD/NWEST SJJP (156) 2 DAYS	10
11	12 FISC(FARP,FSRV,B UDR) 109 ITEMS 2 DAYS	13 ENHS 1DY; 10 ITEMS GRMT 1DY; 48 ITEMS SACT 1 DY; 53	14 LGCM –(1 WEEK) GRST/GRSC (51) HHPF (62)	15 MATH (92) ACAF (13) CEPL (20) ACCS (162) 2 DAYS	16 ENGI/EENG 1 WEEK	17
18	19 ENGI, DENG MENG, GEEN, LAB 1 WEEK (19 TH – 23 RD)	20 CHAP 1 DY; 3 ITEMS DVLP 1 DY; 30 ITEMS PRES 1 DY; 20	21 ACAF/TITL III 2 WEEKS COPS (60) STLI (17)	22 MLSC/NAVY (18) HUMR (46) TCOM(17)	23 UHON (21) PHYS 1 WEEK	24
25	26 NURS 1 WEEK, 256 ITEMS 26 TH – 30 TH)	27 ADRC 1 DY; 88 ITEMS ENGI/CIEN 1DY; 77 ITEMS SOLAR 1 DY; 70	28	29	30	31

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ENGI/NASA 1 DY;46 ITEMS FAID 1 DY; 58 ITEMS	3 UTIL 1DY; 35 ITEMS VPBA 1DY; 25 ITEMS	4 ENTC 1 WEEK; 261 ITEMS (21 ST – 25 TH)	5 CARC 1 WEEK 481 ITEMS INFS 1 WEEK 898 ITEMS (28 TH – 2 ND)	6 ART 1DY; 5 ITEMS ENGI/CHEN 1DY;71 ITEMS	7
8	9 PHPL (TRANS, WWTR, CONST) 1 WEEK (9 TH – 13 TH)	10 HECT 1 DY; 79 ITEMS INSR 1 DY; 33 ITEMS KPVU 1 DY; 38	11 MAIL 1DY; 20 ITEMS MAIN 1DY; 30 ITEMS MSCN 1 DY; 27	12 ATHL 1DY; 41 ITEMS AUXI 1DY; 44 ITEMS CARR 1DY; 65	13 CSCN/INFS DRAM 1DAY;46 ITEMS MUSC 1DY; 87 ITEMS	14
15	16 ARCH 1 WEEK 441 ITEMS CLBU 1 WEEK 245 ITEMS (Mar. 30 th – Apr.	17	18	19	20	21
22	23 COOP 1WEEK 363 ITEMS (7 TH – 11 TH)	24	25	26	27	28
29	30 LIBR 1WEEK; 378 ITEMS (14 TH – 18)					