

To: Director or Department Head & Business Manager for the following departments –
Birck Nanotechnology Center
E-Enterprise Center
Physics

From: Brock Martin, Plant Fund Accountant *BEM*

Date: August 4, 2006

Subject: Physical Inventory - Equipment

Property Accounting personnel will conduct a physical inventory of the capital equipment in the **OLD HUSTON ELECTRIC MOTOR BLDG (APL)** starting the week of **09/05/06**. The date may be changed to accommodate any unforeseen circumstances.

To expedite the physical inventory and to keep the reconciliation list to a minimum, please make sure that all equipment taken off campus has been notified to us by way of a Property Accounting Form 12, and all equipment that has been disposed of has been taken off the inventory records by means of a Property Accounting Form 9.

The inspectors will attempt to locate each item of inventory listed in these buildings. Those items not located will be identified and a listing will be returned to the department at the completion of the physical inventory.

The list of missing equipment items should be reconciled within 15 days of receipt and returned with:

- 1) The correct location (room and building) indicated for each item found.
- 2) Provide a valid reason as to why equipment cannot be located.

This inventory inspection is necessary for recording the location of departmental equipment so that it is available for use when needed, for planning equipment purchases with the aid of the data base information, and to comply with the A-21 requirement for federal and non-federal funding. You may wish to refer to the Business Procedure Manual which is accessible through the web at www.adpc.purdue.edu/bpm/bpm/, and the Business Office Memorandum No. 183 dated April 21, 1998, for more Property Accounting information.

Please provide me with the name of a person in your building whom Property Accounting personnel can contact to obtain master keys and any other assistance. Also, please inform the faculty and staff within your department. Your complete cooperation is necessary.

cc: Building Deputy