

DATE: February 26, 2009
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

Business Affairs Bulletin No. 04- FY 2009

SUBJECT: FY 2009 Annual Physical Inventory Packets

**FY 2009 Annual Property Inventory
Packet Distribution through Electronic Mail
Packets to be delivered by
February 27, 2009**

The FY 2009 Annual Inventory process will begin on Friday, February 27, 2009, and continue through Thursday, April 30, 2009. This year, the inventory packets will be distributed to the departments through ELECTRONIC MAIL.

Included in the packets 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 will be able to assist with any questions or concerns.

If you have any questions, please contact Mrs. Kit Ramzinski, Manager, Property Control at 562-6253 or ramzinski@uthscsa.edu.

Thank you for your cooperation.