



University Hospital at Downstate  
College of Medicine  
School of Graduate Studies  
College of Nursing  
School of Health Professions  
School of Public Health

**Property Control Department  
Office of Financial Management**

Date: July 08, 2025

To: Department Heads, Department Administrators and Equipment Coordinators

From: Richard Miller VP & CFO, Department of Finance *R*

Subject: **2025 Physical Inventory of Downstate's Asset**

---

Downstate's Physical Inventory Project is underway.

State Finance Law requires all state assets to be inventoried biennially. Federal regulations require the same for all Research Foundation assets.

In order to comply with these requirements Downstate has engaged an asset management contractor, HCA Asset Management, to conduct the physical inventory. The inventory team will inventory all physical assets.

Departments have two roles during this process. First, the department will be contacted by HCA or Property Control to schedule the inventory. Second, at the conclusion of the inventory, the departments will receive a list of assets not found to authorize their final disposition.

If you have questions, please feel free contact me at ext. 1122, Jeff Rosen at ext. 8721 or the Property Control Department Staff Maxine Bennett at ext. 2268 or Jameliah Jones at ext. 1465.