

DATE

TO: **Department Head, Director**
Department Name

FROM: Vadim Barbarovich, Property Control Coordinator
Property Control Department

SUBJECT: Assets "Not Yet Found" during the 2006 Physical Inventory

Your immediate attention is necessary to find or provide a final disposition for your departmental assets "Not Yet Found" listed under **ACCOUNT #’S** during the recent physical inventory. Please review the entire list carefully but emphasis should be placed on locating assets under 10 years old, particularly all computer related equipment and large dollar items **2 Weeks from the time of this report, 2006.**

The listing is separate by:

- Building
- Room
- Asset number

Sample

You will need to provide a response for all assets on the attached listing.

1. If an asset is located, please report the building, room number
2. If you are unable to locate an asset, but know its disposition, please provide the final disposition documentation (i.e.: Copies of surplus or transfer forms).
3. Any other known information about an asset that would be useful to the reconciliation process

Please place the applicable information (your responses) directly on the report next to each item. As soon as you have completely reviewed the report, please e-mail your findings back to me.

If you have any questions or concerns call Ms. Bennett at extension 2268 or me (Vadim) at extension 6753. Your prompt and expeditious attention to this project is greatly appreciated.

XC: Marty Deane
Richard Bentley
Maxine Bennett
Jameliah Jones