



SUNY  
**DOWNSTATE**   
Medical Center

# **MATERIALS MANAGEMENT BULLETIN**

Date: October 24, 2005

Bulletin # 05 - 06

To: Department Heads  
Equipment Coordinators  
Department Administrators

From: Martin J. Deane  
AVP, Materials Management

Re: 2005 Physical Inventory of All Major Movable Assets

Federal regulations require assets purchased with research foundation funds be physically inventoried bi-annually, and assets purchased with state annually. In order to comply with this requirement DMC must complete a physical inventory of all assets on DMC's Property Control System (PCS) and reconciles the inventory findings by January 2006.

I will be organizing an inventory team that will begin on or about November 1, 2005. It is essential to have all applicable departmental equipment coordinators and research project investigators assist the inventory team with this project.

| <b>Division</b>           | <b>Inventory Team Leader</b> |
|---------------------------|------------------------------|
| Property Control          | Martin J. Deane              |
| University Hospital       | Gerry Dantis                 |
| Facilities Administration | Lou Cardinali                |
| Research Administration   | Tony Selvadurai              |

To prepare for this inventory, Ms. Maxine Bennett from the Property Control Department will be contacting each affected department shortly with a list of assets on record as assigned to each department. Please be certain to begin your departmental review of these lists so that the actual inventory is conducted as efficiently as possible with the least disruption to your department's daily operations.

At the conclusion of the inventory process, a report listing any assets "not found" will be sent to each applicable department chair for final disposition authorization and documentation.

You can contact me at ext 1132, if you have specific questions or concerns.