



February 26, 2016

Bulletin # 16-81

Subject: Campus wide Asset Inventory to Begin in March 2016

To: All DMC Offices

From: Martin J. Deane, Assistant Vice President
Materials Management

New York State Finance Law, Federal sponsored research regulations, and AHA hospital financial guidelines all require that capital assets purchased with State or Research Foundation funds, be physically inventoried bi-annually at all DMC locations. The DMC Property Control Department maintains such asset records in the SUNY wide Real Asset Management (RAM) database. In compliance with these essential regulatory requirements, DMC is imminently undertaking its physical inventory and reconciliation project to be completed by June 30, 2016.

The firm of "HCA Asset Management" is engaged to physically perform the inventory and reconciliation under the direction of Property Control Department. As with every prior inventory project, its success requires the cooperative efforts of all DMC applicable departmental equipment coordinators, research project investigators, and staff to assist the inventory team during this project. The inventory proceeds on a building by building, floor by floor basis with provision for specific and necessary special needs until all buildings and spaces have been inventoried.

To prepare for this inventory, Maxine Bennett, Property Control Manager will be contacting each department shortly to set up inventory dates in the respective areas. At the conclusion of the inventory process, a listing any assets "not found" will be sent to each applicable department chair for documentation of its final disposition. Thus, the initial physical inventory process and the level of departmental cooperation and effort have a very direct result on the volume of assets "not yet found" workload for each department's final inventory reconciliation.

If you have any questions, please contact Maxine Bennett at Ext 2268, or Martin Deane, AVP Materials Management at Ext 3199.

xc: Department Heads, Administrators, and Equipment Coordinators

[Property Control Website \(link\)](#)