



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 6, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-23

Distributed via Campus Email

TO: Department Heads/Accountable Property Officers

FROM: Mary Lee Hodge *m lh*  
Vice President of Business Affairs

RE: Inventory Audits for Fiscal Year 2007

The Legislature receives reports showing our custody care, and the members take notice of institutions' loss percentages. As such, the Fixed Assets Department will be conducting 100% inventory audits for every department. The audit period will begin February 2007 and continue through May 31, 2007. During these audits you will need to verify all equipment in your department, according to your inventory listing, and physically scan each bar code. We ask that all items located off campus with assigned custody cards be brought in during the time of your audit. We would appreciate everyone's full cooperation in order for these audits to go smoothly and efficiently.

Per the attached schedule, your department will need to check out a scanner from our Fixed Asset Department, and return the scanner within the allotted time so we can upload your inventory into our bar code system. The Fixed Assets Department will have four opportunities for training in January 2007 for you or your designated inventory person to attend. The training dates will be Tuesday, January 23, 2007 at 9:00 AM and 2:00 PM, and Wednesday, January 24, 2007 at 9:00AM and 2:00 PM.

Upon completion of our audit, you will receive a copy of our findings. Any department that has more than 2% of their total inventory as missing or stolen must present a formal explanation to me with a plan to prevent such occurrences in the future.

During the annual inventory period (February 2007 to May 2007), you must review the updated inventory listing provided after the audits, make any necessary changes, and certify the inventory. If you have any questions or concerns, please feel free to contact Charles Washington [clwashington@pvamu.edu](mailto:clwashington@pvamu.edu) or 936-261-1916 or Sceffers Ward [svward@pvamu.edu](mailto:svward@pvamu.edu) or 936-261-1915.

Enc.

xc: Rod Mireles  
Charles Washington  
Sceffers Ward