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*One University Plaza, Youngstown, OH 44555-0001*

**To: Deans, Department Heads, and Administrative Officers**  
From: Katrena S. Davidson, Controller  
Date: April 25, 2018  
Subject: FY2018 Annual Equipment Inventory Verification Request

As Financial Managers, you are accountable for the safeguarding of fixed assets under your responsibility. As part of the annual audit activities, we are requesting that you confirm the status of the equipment under your responsibility and correct or fill in any missing information. Complete and accurate information is required for audit and insurance purposes. Attached you will find the Annual Equipment Inventory Verification Report for your area.

Equipment Inventory Verification Procedures and applicable forms can be found on the [Controller's Office website](#). **AS A REMINDER, CHANGES TO YOUR INVENTORY SHOULD BE COMMUNICATED TO THE CONTROLLER'S OFFICE THROUGHOUT THE YEAR AS THE CHANGES OCCUR.**

**YOUR TIMELY RESPONSE IS CRITICAL TO ENSURE THAT ASSETS ARE PROPERLY ASSIGNED AND RECORDED.** Therefore, we are requesting your response by **May 15, 2018**. If a response is not received by **May 15, 2018**, a second request will be sent out and copied to the administrative officer over the division.

For specific information, please contact Lisa Reichert at extension 1919. Thank you for your cooperation.