

## IMPORTANT -- YEAR-END INFORMATION

### MEMORANDUM

TO: Dawn Barnard, Computing Services  
Margaret Benson, Central Feed Plant  
Ken Clark, IT Graphics Lab  
Richard DeBowes, Veterinary Clinic  
Lorie Druffel, Technical Services  
Scott Fedale, Information Department  
Jacob Fey, Energy Program  
John Glass, Alcohol Stores, Central Stores, and Surplus Stores  
Sean Greene, Wilson Compton Union  
Mary Jo Hamilton, Vet Micro Path-Monoclonal Antibody Production  
Kathleen Hatch, University Recreation, ORC, OAP  
Pamela Hilliard, Facilities Operations, Service Garage, Car Purchase  
Account and Storeroom  
Gary Johnson, Chemistry Stores  
Sarah Kohler, Pharmacy Stores  
Anne McCoy, Athletics  
Glenn Miller, School of Biological Sciences  
Cindy Newton, IT Telecommunications  
Michele Nowell-Smith, Housing & Dining Services  
Mary Read, University Publishing  
Carol Robinson, Library Copy Service  
Russ Salvadalena, Creamery  
John Shaheen, Parking and Transportation Service  
Leo Udy, Cougar Rack  
Bruce R. Wright, Health and Wellness, Health and Wellness-Prescriptions  
Robert Wright, Postage Stores

FROM: Wade J. Davis, Executive Director, Business Services/Controller

DATE: May 16, 2007

SUBJECT: Annual Physical Inventory

Attached is a set of inventory instructions to be followed when taking your year-end physical inventory as of June 30, 2007. Due to the materiality of Washington State University's inventories, the State Auditors and Internal Auditors may be observing and verifying the count. **Please complete the *Appendix A* form and return to Tami Bidle at Campus Zip 1025 by June 15, 2007.** This will inform me of when you plan to take your physical inventory and arrangements can be made to observe the count. If you are on a perpetual inventory method, please indicate this on the form.

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If your consumable inventory is less than \$25,000, you may either request an exception from the Executive Director, Business Services/Controller prior to June 15, 2007, to not take inventory or complete the inventory as instructed.

Please retain the detailed inventories at the department level. **Complete *Appendix B*** stating the total dollar value of inventory at the lower of cost or market value and **return** to the Business Services/Controller's Office **by July 31, 2007**.

If you have any **questions** concerning the inventory instructions, please **call Tami Bidle at 335-1202**.

Attachments

cc: Tami Bidle  
Amanda Innes  
Heather Lopez  
Bonnie Scoles  
Robert Wright  
State Auditors