



The Division of Financial Operations
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ANNUAL INVENTORY REMINDER

Friday, April 15, 2011 is the final day for all schools and sites to perform the annual physical inventory of all equipment, textbooks, computer software and educational and administrative supplies stored in large quantities and to update the school's/site's inventory records. You may also remove at this time (discard or transfer to another DOE site or outside entity) obsolete equipment.

Schools are also required to electronically forward a signed "Annual Inventory Statement" (refer to Exhibit A, Section 5.1 in the SOP chapter on "Inventory") to the respective CFN within **thirty days (30)** after the completion of the inventory.

Details regarding the actual inventory count, the electronic forwarding of the "Annual Inventory Statement" and the electronic completion of the "Disposition of Obsolete Equipment Form" may be found in the Standard Operating Procedures (SOP) chapter on "Inventory" (dated January 2006), which can be accessed by clicking on the following site:

<http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114>

Please direct any questions regarding the Annual Inventory and the Disposition of Obsolete Equipment to your respective CFN.