



Central Property
MSC 3001
New Mexico State University
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DATE: 9/11/17
TO: Deans, VPs, Business Affairs Advisory Committee
FROM: Sujey Aguilar, Central Property *JA*
SUBJECT: Annual Physical Inventory Training and Master Schedule

The annual physical inventory for NMSU, required by NMSA §12-6-10, will begin on **September 18th**. Following is the FY17 inventory schedule. The training video is available at <https://property.nmsu.edu/>. Scroll to the middle of the page and click on the video.

Scanning Instructions link

The overall inventory schedule is as follows:

September 18, 2017	System available
October 10, 2017	Email report to Deans, VPs and Executive Management on inventory status
November 17, 2017	Department Inventory Certifications due to Central Property - Inventory Complete
November 20, 2017	Inventory System locked from further inventory loading at end of day
November 28, 2017	Summary Units Inventory Certifications due to Central Property
December 4, 2017	Missing inventory certifications (these will be sent out to respective units)

All previous users will continue to have access to the inventory system. For new users, send request to Financial Systems Administration, For A&F and FS use: afhelp.nmsu.edu, for external users use: fsa.nmsu.edu/service-desk-request

An inventory check list has been included for your convenience and is also available at: [Inventory Checklist](#)

If you have any questions, please contact NMSU Property at nmsuproperty@nmsu.edu