




Central Property
MSC 3001
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-3139, fax: 575-646-7337

DATE: 9/30/16
TO: Deans, VPs, Business Affairs Advisory Committee
FROM: Sujey Aguilar, Central Property 
SUBJECT: Annual Physical Inventory Training and Master Schedule

The annual physical inventory for NMSU, required by NMSA §12-6-10, will begin on **October 1**. Following is the FY16 inventory schedule. Training sessions are available for first time participants or those who may want a refresher on the process. These sessions will be in Room 110 in Academic Research Building C and available online for those who cannot attend personally. The seating is limited; please register through Center for Learning and Professional Development Training Central for the session you wish to attend.

<https://trainingcentral.nmsu.edu/Saba/Web/Main/goto/GuestCourseDetailURL?otId=cours0000000000003513&callerPage=/learning/offeringTemplateDetails.xml>

The overall inventory schedule is as follows:

October 01, 2016	System available
October 10, 2016	Training 2:00 pm to 4:00 pm in the Safety Training Room – Go To Meeting
October 12, 2016	Training 2:00 pm to 4:00 pm in the Safety Training Room – Go To Meeting
December 13, 2016	Report to University Administrative Council on inventory status
December 21, 2016	Department Level Inventory Certifications due to Central Property – Inventory Complete
December 22, 2016	Inventory System uploading and departmental certifications disabled at end of day
January 13, 2017	Summary Level Inventory Certifications due to Central Property

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