Date:       May 15, 2014

To:           Principals, Department Directors, and Tech Coordinators

From:    Michael L Erwin, Senior Director, Capital Fiscal Services

Subject:  Preparation - Physical Inventory Audit of Your Fixed and Technology Assets

The Board approved project for the improved tracking system for fixed assets and technology assets is underway.  As mentioned in the email last week, your help in preparing for the initial reconciliation of assets is paramount to completing this project before summer break is over.

Attached with this email are several documents to help guide you and your staff in the preparation.

**ATTACHMENTS (3):**

**FOR** **YOU:**

* Attachment 1 - The Site Preparation Packet will help you prepare your site for a thorough and quick sweep of the building.   The packet contains a check list with action items to accomplish and a site preparation guide further describing the tasks.
* Attachment 2 - Two Excel worksheets to capture information regarding staff or student assets meeting the criteria for the exclusion list (described in the site preparation packet).

**FOR** **YOUR** **STAFF:**

* Attachment 3 - A Site Staff Preparation Packet containing the project announcement, a site staff preparation guide, and a personal property label.  This packet is intended to be forwarded to your staff to help them prepare for the audit.  We urge you to disseminate this information to your staff immediately.

(If you do not see the attachments, please go to the website below for access to all files)

**WHAT ‘S NEXT?**

Members of the APS asset project team will be offering several meeting opportunities next week to address any questions you have about the preparation to be accomplished prior to the end of the school year and prior to the audit at your site.

The full audit schedule will be posted on the web site noted below on Monday morning, May 19th, and will be updated regularly, as sites are completed and schedules are adjusted.

We will continue to keep you informed of upcoming target dates and milestones via email and will be posting all communication and project milestones on the “Physical Inventory Audit of Fixed and Technology Assets” website:   <http://tinyurl.com/APS-assets>

Be looking for your “Save the Date” notification letting you know when to expect the arrival of the inventory team!