Annual Inventory Kickoff Letter - FY26

The Annual Inventory period for the current fiscal year will officially start **Wednesday October 1st,2025,** and end at the close of business on **Friday, March 6th, 2026.**

The following documents are available on the Property Control website:

- Annual Inventory Procedure
- Annual Inventory Sign-Off Form
- Annual Inventory Troubleshooting Checklist

It is very important that you read the Annual Inventory procedures document to report your Cost Center's annual physical inventory in a timely and accurate manner.

For your convenience we have also attached the above useful documents directly in this email.

Note: Property Coordinators are encouraged, in advance of the start of the FY26 Annual Inventory, to review the Managing Business Assets at Tech on the genius website.

Manual audits are not accepted unless you are a cost center with 25 or less assets or unless special circumstances do not permit physical scanning of an asset. If your Cost center does not fall under this criteria, you are REQUIRED to use an RFID Scanner for inventory auditing.

Based on the total number of assets assigned to your Cost Center in Workday, your due dates are based on the following classification below:

Class	Asset Count	Start Date	Due Date	Business Days
D	750 +	10/1/2025	12/19/2025	57
C	400-750	12/1/2025	1/30/2026	38
B	100-399	1/5/2026	2/13/2026	29
A	1-99	2/9/2026	3/6/2026	20

For the FY26 Annual Inventory to be considered complete, the following four (4) documents need to be submitted to Property Control:

- **Annual Inventory Sign-off Form –** Must include Chair/Department Head approval signature.
- **RF Track Custom Report** – This report is in RF Track under "Reports" – "Custom" and shows assets by Coordinating Cost Center. Each asset should show an inventory status marked as **"Found", "Not Found" or "Extra Asset"** and indicate changes to location or room numbers (report converted into Excel will be NOT accepted). Only PDF format will be accepted. **Issues concerning assets that were previously surplused or traded-in should be resolved before submitting the packet.**

- **Find Assets – CR Report** – This report is in Workday. It shows the total number of assets in your cost center.
- **Find Missing Asset** – **GTCR Report** - This report is in Workday. This report validates the assets indicated as missing and were flagged as missing in Workday. (Please disregard if you do not have any missing items).

To assist you in the physical inventory of your assets, Property Control has scanners available as loaners. They will be distributed based on Cost Center(s) assets count according to the defined schedule below:

Class	Assets Count	Distribution	Scanner Pickup Availability	Scanner Dates for Pickup/Drop-off
D	750 +	3 scanners – 13 weeks	Monday, Wednesday, & Thursday	10/01/25 -12/19/25
C	400-750	2 scanners - 8 weeks	Monday, Wednesday, & Thursday	12/1/25 -1/30/2026
B	100-399	2 scanners - 6 weeks	Monday, Wednesday, & Thursday	1/5/26 -2/13/26
A	1-99	1 scanner - 4 weeks	Monday, Wednesday, & Thursday	2/9/26-3/6/26

Property Control will conduct a random mandatory scheduled audit with Cost Centers beginning in April 2026. Criteria for audit compliance will be forwarded in advance of the audit period.

Please feel free to contact Property Control via ServiceNow or directly contact your Property Control representative should you have any questions.

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