



November 9, 2023

To Schools / Departments,

Over the past few months the HCA staff has been working diligently to tag new assets and inventory moveable capitalized equipment. The space blitz phase of buildings has been completed and HCA is now in the reconciliation phase to locate assets not found during the space blitz. To be successful in completing the reconciliation phase and the overall inventory effort we are asking for your assistance to prioritize HCA requests to locate assets. Please respond timely to HCA's requests and have assets located or responses prepared prior to the reconciliation meetings. This will ensure the most efficient use of everyone's time.

This note also serves as a reminder that custodial or user departments are responsible for timely updates to the university fixed asset records for all equipment (moveable and fixed equipment, licensed and unlicensed vehicles, etc.) in their possession. To review policies on asset disposals, please click [here](#).

Accurate asset records are important to ensure Financial Statements and reporting are complete and precise. In addition, asset records are an important component of the University's F&A cost rate and subject to additional scrutiny during a base year. Fiscal 2024 is a base year for the University and efforts to validate asset records are critical.

We ask that you work with HCA to help complete the inventory process by **Friday, 12/15/23**.

If you have questions please contact [PropertyAccounting@wustl.edu](mailto:PropertyAccounting@wustl.edu)

Property Accounting appreciates your cooperation in maintaining accurate asset information. Please forward this note to the appropriate staff in your school / department.

Thank you,

Property Accounting