UNIVERSITY OF CALIFORNIA, LOS ANGELES
INVENTORY COUNT NOTIFICATION FORM

Please fill out Part A or B of this form, as applicable, and return to Amira Wahba in General Accounting by June 7, 2019.

Department: ______________________________________________________

Fund Number: ____________________________________________________

Fund Title: _______________________________________________________

Part A. We will be conducting the inventory count for the fund noted above at the following date/time/location: *

Date: 1. ____________________ Time: 1. ____________________

2. ____________________ 2. ____________________

3. ____________________ 3. ____________________

Location: 1. ______________________________________________________

2. _____________________________________________________________

3. _____________________________________________________________

Person in Charge: ____________________________ Ext. _________

* Inventory counts should be taken during the latter part of June (20-30). We encourage you to schedule the inventory count as early in this period as possible. The completed inventory report FORMS A, B and D are due in General Accounting by 10:00 am July 3, 2019. FORMS C, E, F, G and H are due in General Accounting by 10:00 am July 9, 2019.

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Part B. We will not be conducting an inventory count since this fund does not have inventoriable material.

Signed: ____________________________ Date: ________________

Return completed form to: Amira Wahba
General Accounting
5th Floor Wilshire Center
Mail Code 143348
phone: 3107940740
To submit by email, send to: awahba@finance.ucla.edu