UNIVERSITY OF CALIFORNIA, LOS ANGELES
INVENTORY COUNT NOTIFICATION FORM

Please fill out Part A or B of this form, as applicable, and return to Natasha Plengsangtip in General Accounting by June 9, 2017.

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 is due in General Accounting by 5:00 p.m. July 5, 2017.

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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: Natasha Plengsangtip
General Accounting
5th Floor Wilshire Center
143348

To submit by email, send to: nplengsangtip@finance.ucla.edu