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 8, 2018.

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:

*  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 10:00 a.m. July 3, 2018.

Date: 1. ______________________  Time: 1. ______________________
2. ______________________  2. ______________________
3. ______________________  3. ______________________

Location:
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Person in Charge: ____________________________  Ext. ______________

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