

The end of Fiscal year 2021 is just over the horizon, so let’s plan for a smooth finish.

Property Management will host a few seminars to address year-end inventory information, as well as give participants the opportunity to ask questions. The seminar is scheduled to be held at the Price Auditorium in the Herman Iles building of the John Gray Center on both May 4th and May 5th, with 3 available time slots. Seating is limited to 60 people per session, allotted on a first-come, first-serve basis.

May 4th	1:30-3:00	
May 5th	9:30-11:00	1:30-3:00

It is important that you contact Property Management if you will not be available for any of the listed time frames.

All Department Property Custodians are encouraged to attend, with the option to nominate other department staff involved in the inventory process to attend.

All registered Property Custodians will receive an email in the coming days containing detailed information and the opportunity to book a timeslot for your team.



For auditing purposes, a sign in sheet will be used to record attendance .

If you are a registered Property Custodian and have not received an email from Property Management by April 21st, please contact Chad Morris Jr.

See you there!

Thank you for your efforts,
Chad Morris Jr.
Property Coordinator
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