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### **DID YOU PERFORM YOUR ANNUAL INVENTORY?**

According to the SOP on *Inventory – Section 2.3* ([CLICK HERE](#)) you were required to perform an annual inventory (physical count) of supplies stored in bulk, equipment, textbooks and other copyrighted educational materials stored at your site by **April 15, 2010**. At this time you were to update your site's inventory records and remove (discard or transfer to another DOE site or outside entity) obsolete equipment. **If you have not performed this required inventory, please do so as soon as possible** Within 30 days of completion (May 17, 2010), you must electronically forward to your ISC a signed "*Annual Inventory Statement*" (refer to Exhibit A, Section 5.1 in the SOP chapter on "*Inventory*")

Please direct any questions regarding the Annual Inventory and the Disposition of Obsolete Equipment to your respective ISC.