

## **Property Manual Sample Email Announcement**

Subject: Capital Equipment Physical Inventory (*dates may be entered here*)

Stanford's physical inventory of equipment is underway.

**Inventory in (enter name of Office or Lab Space here) has been scheduled for (specify estimated length/dates of inventory here).**

It will take the inventory team a few minutes to scan each asset. Please make sure you are available to escort them around your facility, answer question about the equipment, provide access to secure spaces, etc. If you are not going to be available during this time, please designate a back up person who has knowledge of the assets in your space.

In preparation for the inventory, please ensure the following have been completed as soon as possible:

- All capital equipment (anything purchased over \$5,000.00) has been appropriately tagged (check with [DPA] if you have questions about this)
- Off-Campus Equipment Verification Worksheets for all of your equipment located off-campus (at home or in non-Stanford owned facilities) have been updated
- [DPA] is notified of any assets that have been disposed or require disposal. We must process disposals in Sunflower Assets (SFA) and must be notified in advance of any scrap, sale, thefts, trade-ins, etc.

Thanks for your cooperation in this very important process.