

## **ANNUAL PHYSICAL INVENTORY CHECKLIST**

TO: Ellen Keenan, Financial Assistance/Property Accountant  
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FROM:

SUBJECT: Annual Physical Inventory

In fulfillment of our unit's annual physical inventory requirement, we have performed the following:

We have reviewed the inventory listing and have retained a copy for our records.

We have completed the physical inventory in accordance with instructions provided in the Physical Inventory checklist.

We have updated the spreadsheet record to correct discrepancies noted. We have submitted the appropriate documents to the Financial Assistant/Property Accountant.

We assure that any equipment/F2 nt.