

**IMPORTANT -- YEAR-END INFORMATION**

**MEMORANDUM**

TO:           **Ron Lengacher**, Site License Program, Network and Security Services,  
                  Operation and System Services  
                  **Alaina McCully**, Central Feed Plant  
                  **Robin Stanco**, Tri-Cities Copy Center, Hospitality Cafe  
                  **Kathy Dahmen**, Veterinary Clinic  
                  **Dave Savage** Technical Services  
                  **Cassandra Howell**, University Recreation, ORC  
                  **Jim Colombo**, Energy Program  
**Wade Brantner**, University Stores, Fac Operations  
                  **Sean Greene**, Wilson Compton Union, Chinook  
                  **Kathleen Hagen**, WADDL  
                  **Linda McDermott**, Health and Wellness – Medical Clinic Supplies,  
                  Health and Wellness Pharmacy , Health and Wellness Vision  
                  **Cindy Held**, WSU Visitor Center  
                  **Kirk Peterson**, Chemistry Stores  
                  **Linda McDermott**, Housing and Dining Services  
                  **Glenn Miller**, School of Biological Sciences  
                  **Doug Jasmer/Bill Davis**, Vet Micro/Path  
                  **Jon Haarlow**, Athletics Equipment Room, Concessions  
                  **Jeff Lannigan**, Energy/Steam Plant  
                  **Kate Kamerrer, Motor Pool**  
                  **Ed Sala**, University Publishing  
                  **Jacob Moya/Pat Carpenter**, CAHNRS – Extension  
                  **Griswold Rebecca**, Materials Research Center  
                  **John Haugen**, Creamery  
                  **John Shaheen**, Parking and Transportation Services  
                  **Carla Perez**, Postage Stores  
                  **Mark Wilcomb**, Alumni Center  
                  **Joe Cross**, CORETECH  
                  **Mary Cody**, Shock Physics  
                  **Kaury Balcom**, Wine Science Center  
                  **Bret Oglesbee**, ESFCOM

FROM:       Jennifer Druffel, Financial Reporting Manager

DATE:        May 6, 2022

SUBJECT:     Annual Physical Inventory

Attached is a set of inventory instructions to be followed when taking your year-end physical inventory as of June 30, 2022. Due to the materiality of Washington State University's inventories, the State Auditors and Internal Auditors may be observing and verifying the count.

**MEMORANDUM**

SUBJECT: Annual Physical Inventory

May 6, 2022

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**The State Office of Financial Management has shortened their reporting deadlines. Therefore, in order to meet the State's requirements, we had to shorten the due date that this information is to be returned to our office.**

**Please complete the *Appendix A* form and return to Jennifer Druffel at Campus Zip 1025 by June 15, 2022.** This will inform me of when you plan to take your physical inventory and arrangements can be made to observe the count. If you are on a perpetual inventory method, please indicate this on the form. If your consumable inventory is less than \$50,000, you may either request an exception from the Executive Director, Business Services/Controller prior to June 14, 2022, to not take inventory or complete the inventory as instructed.

Please retain the detailed inventories at the department level. **Complete *Appendix B*** stating the total dollar value of inventory at the lower of cost or market value and **return** to the Business Services/Controller's Office **by July 18, 2022.**

If you have any **questions** concerning the inventory instructions, please **call Jennifer Druffel at 335-2027.**

Attachments

cc: Tami Bidle  
Mollie Holt  
Heather Lopez  
Casey St Clair  
State Auditors