

## **FY24 Annual Physical Inventory Schedule**

The Fiscal Year 2024 Annual Physical Inventory will be conducted by all departments according to the below schedule. Due to policy changes, \* there will not be a “wave” schedule for FY24 and only assets over \$5,000 will be in the annual physical inventory.

**December 6** First Prenotification sent to all Inventory Contacts

**December 14** Second Prenotification sent to all Inventory Contacts

**January 2** Third Prenotification sent to all Inventory Contacts

**January 8** Fourth Prenotification sent to all Inventory Contacts

**January 18** Annual Inventory begins

***March 18 Annual Inventory completion deadline***