

June 20, 2011

2011 Fiscal Year End Inventory of Consumable Supplies  
And Commodities/Capital Outlay Items Purchased for Resale

A physical inventory of Consumable Supplies, Commodities Purchased for Resale, and Capital Outlay Items Purchased for Resale is required each June 30th, and the value of the items on hand (based on original cost) shall be reported to the Division of Financial Services.

expenditure object codes.

Please include only the consumable supplies stored in a warehouse or storage cabinet for a full lot and that have not yet been issued for use. Do not include the odd lots or partial lots of supplies or materials.

The inventory of Commodities and Capital Outlay items Purchased for Resale applies to only a few departments that normally resell items to other user departments. Those departments shall report the value of the items on hand (based on original cost) in...

If the value of a department's consumable supplies as of June 30 is less than \$5,000, the department may mark the appropriate area on the form, sign the certification, and return it to the Division of Financial Services instead of completing the cost detail. It is the responsibility of the department to maintain and...

Please provide an inventory of all consumable supplies and commodities/capital outlay items purchased for resale to the Division of Financial Services no later than July 15, 2011. The forms are available on the Division's website at <http://www.k-state.edu/finsvcs/> or at <http://www.k-state.edu/policies/ppm/6510.html> in PPM Chapter 6510.220.