

From: [Prisecar, Ludmila](#)
To: [Engel, Karen](#)
Subject: FW: REMINDER - FY25 Federal Fixed Asset Physical Inventory Count
Date: Tuesday, July 29, 2025 11:07:45 AM

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From: Vasquez, Irma <vasquez@smccd.edu>
Sent: Tuesday, April 15, 2025 8:51 AM
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Subject: REMINDER - FY25 Federal Fixed Asset Physical Inventory Count

Hello All,

This is a friendly reminder that your FY-25 Federal fixed asset inventory worksheets due date is coming up soon. All completed inventory sheets should be placed in the appropriate College/Department under Purchasing Inventory folder: [Federal Inventory count 2025 Completed](#).

Complete the inventory sheets legibly by hand and upload no later than **Friday, May 09, 2025**.

Though the due date for completion is May 09, 2025, inventory worksheets submitted early are always appreciated. Please return all sections from the completed fixed asset inventory worksheets at the same time rather than in parts.

Thank you for your continued support.

*****PLEASE DESREGARD THIS EMAIL TO ALL THOSE WHO ALREADY UPLOADED THEIR COLLEGE/DEPARTMENT INVENTORY COUNT*****

Best Regards,

Irma Vasquez

Detail Senior Buyer

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