

Physical Inventory of Goods for Resale, Manufacture, or Repair

Addendum A
Example Transmittal Memorandum

University of Houston-Downtown

TO: General Accounting
FROM: College/Division Administrator
Name of College/Division
DATE:
RE: Resale Inventory as of August 31, 20XX

The goods held for resale by the Department of ___(department name)_____as of August 31, 20XX was inventoried by ___(employee counting)_____ and ___(employee recording)_____ on ___(inventory date)_____.

(Note: Additional paragraph is required if inventory date is other than August 30, 2002. This paragraph describes the steps that were taken to track receipt and/or sale of goods since the completion of the count. Attach additional statement if appropriate.)

My signature below indicates my review and approval of this inventory as an accurate report of the quantities and values of the items held by this department.

PS Cost Center and Account: _____

Net Dollar Value of consumable inventory: _____

Attachments: _____ Inventory Count Sheets
_____ Inventory Summary Sheets
_____ Obsolete Inventory Sheets
_____ Inventory Diagram Sheets

Department Head Signature and Title Date

Certifying Signature and Title Date