

Notice 12-04  
June 25, 2012

**2012 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.

Consumable supplies are those items normally classified within the E3XXX series (excluding E3XX9) of expenditure object codes. They are items normally consumed by use, materials and parts used in maintenance and repairs, and small tools and all other items classified in the E3XXX (excluding E3XX9) expenditure object codes.

Please include only the consumable supplies stored in a warehouse or storage cabinet in a full lot and thus have not yet been issued for use. Do not include the odd lots or partial lots of supplies or materials on hand. For instance, count and report the full boxes of envelopes on hand, not the odd envelopes in a desk drawer.

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 summary only.

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 retain a record of consumable supplies as of June 30.

Please complete and mail your INVENTORY OF CONSUMABLE SUPPLIES AND COMMODITIES/CAPITAL OUTLAY ITEMS PURCHASED FOR RESALE to the Division of Financial Services no later than July 20, 2012. The form can be found on eforms, under Inventory, <http://www.k-state.edu/finsvcs/> or at <http://www.k-state.edu/policies/ppm/6510.html> in PPM Chapter 6510.220.