

Subject: Asset inventory survey - Sent on behalf of Asset Management
Date: Monday, October 11, 2021 at 1:46:29 PM Eastern Daylight Time
From: Rita Farlow
To: ALLOFSPC
Attachments: image001.png, image002.png, image003.png

Good afternoon Titans!

Asset Management/Inventory is working to locate all college-owned assets for the 2021-22 fiscal year inventory that began on July 1, 2021.

Please **complete the [asset inventory survey](#) by November 1, 2021** for the items you are currently using on campus or remotely. The survey takes just a few moments to complete.

Please note that **part of the survey requires an uploaded photo of the DBT tag(s) on the item(s)**. Before you begin the survey, simply take a picture of your tagged item with your phone and send it to your SPC outlook email address. You can then save the photo to your desktop and upload it to the survey.

Thank you,
Asset Management



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