

Inventory Calendar 2023-2024

INVENTORY CALENDAR

| | |
|------------------------------|--|
| September 2023 | Inventory Training Sessions |
| October 2023 | Printout for Inventory of Moveable Property distributed to Property Supervisors |
| January 15, 2024 | Completed Inventory Reports returned to Property Control Office |
| February 1 – 29, 2024 | Inventory Reports reviewed |
| March 4, 2024 | Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search” |
| April 5, 2024 | “Spring Search” results to Property Control Office |
| June 3, 2024 | Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.) |