

## Inventory Calendar 2025-2026

### INVENTORY CALENDAR

<b>August 2025</b>	Property Control Manager runs all property location reports
<b>September 2025</b>	Inventory Training Sessions  Printout for Inventory of Moveable Property distributed to Property Supervisors
<b>December 30, 2025</b>	Completed Inventory Reports returned to Property Control Office
<b>January 2026</b>	Inventory Reports reviewed
<b>February 1, 2026</b>	Discrepancies from original Inventory Report returned to Property Location Supervisors for "Spring Search"
<b>February - March 2026</b>	"Spring Search" results to Property Control Office
<b>May 30, 2026</b>	Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.)