INVENTORY CALENDAR

August 2026	Property Control Manager runs all property location reports
September 2026	Inventory Training Sessions
	Printout for Inventory of Moveable Property distributed to Property Supervisors
December 30, 2026	Completed Inventory Reports returned to Property Control Office
January 2027	Inventory Reports reviewed
February 1, 2027	Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”
February - March 2027	“Spring Search” results to Property Control Office
May 30, 2027	Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.)