



# HARVARD

## Financial Administration

**TO:** Equipment Managers & Tub Financial Offices  
**FROM:** FAR and OSP  
**DATE:** September 8, 2020  
**SUBJECT:** Inventory due date extended to **June 30, 2021**  
**CC:** Corryne Swails, Amanda McDonnell, Sarah Axelrod

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Harvard's FY20 request to extend the completion date of our equipment inventory has been formally approved by our cognizant agency, the Department of Health and Human Services, from June 30, 2020 to **June 30, 2021**.

This extension is intended to allow the physical inventory to continue as campus access enables its safe and accurate completion. Equipment with "Last Inventory Date" in Oracle Fixed Assets (OFA) between July 1, 2018 and June 30, 2021 will be counted as inventoried in accordance with the new deadline.

DHHS also approved that our biennial cycle for inventory will then reset and the next inventory will be due to be completed by June 30, 2023.