

**STOCKBRIDGE-MUNSEE COMMUNITY
Property Management Policy**

Subject: **Physical Inventory**
Issued to: All Manual Holders

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Semi-annual physical inventory is required.

Beginning in March of each year, SMC departments, programs and enterprises will be required to work with PM to certify a completed physical inventory and verify all items are accounted for, based upon inventory prepared by PM of their area.

Beginning in September of each year, PM with the assistance of each department staff, will complete a physical inventory of each department, program and enterprise.