PHYSICAL INVENTORY QUESTIONNAIRE

10 Empire State Blvd
Castleton, NY 12033

Ken Ziobrowski
Director of CBO & Financial Services
Thank you for your interest in our Asset Management & Valuation Services.

It is easy to get started. Simply fill out the Questar III questionnaire with your district or BOCES information and return it to Helena Maguffin at Helena.Maguffin@questar.org. A proposal with a price quote will be presented in a matter of days.

Please complete the questionnaire at your earliest convenience and return it to Questar III for a quote.

School District: ____________________________________________________

School District Address: ______________________________________________

Responding Contact: _________________________________________________

Contact E-mail: _____________________________________________________

Contact Phone: __________________________   Ext.: _____________________
Physical Inventory Questionnaire

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>Which fixed assets software is the school district currently using?</td>
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<td>Who performed the last physical inventory?</td>
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<td>Date of last physical inventory:</td>
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<td>What is the school district’s capitalization threshold?</td>
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<td>Which items below the capitalization threshold need to be inventoried?</td>
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<td>Preferred engagement beginning date:</td>
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<td>Expected completion date:</td>
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<td>Is your district a member of Utica National Insurance?</td>
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Name, address, and square footage of each district location.  
(including sheds, concession stand, pole barns, etc.)

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Square Footage</th>
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