

PHYSICAL INVENTORY QUESTIONNAIRE



**10 Empire State Blvd
Castleton, NY 12033**

**Ken Ziobrowski
Director of Financial Services**



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Castleton, New York 12033
Attention: Helena Maguffin**

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: _____

Title: _____

Contact E-mail: _____

Contact Phone: _____ Ext.: _____



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Physical Inventory Questionnaire

Which fixed assets software is the school district currently using?	
Who performed the last physical inventory?	
Date of last physical inventory:	
What is the school district's capitalization threshold?	
Which items below the capitalization threshold need to be inventoried?	
Preferred engagement beginning date:	
Expected completion date:	
Is your district a member of Utica National Insurance?	



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Name, address, and square footage of each district location. (including sheds, concession stand, pole barns, etc.)		
Name	Address	Square Footage