

Lisa Schaible
Director of Fixed Asset/Project Accounting
Johns Hopkins Health System
1101 East 33rd Street
Terrace Level-E001
Baltimore, MD 21218
443-997-5749
FAX 443-997-5728



MEMORANDUM

TO: All Functional Units

FROM: Lisa Schaible

DATE: February 26, 2010

SUBJECT: Fixed Asset Verification

We are beginning our semi-annual fixed asset verification process in an attempt to clean up the books and also to satisfy an audit requirement. As part of this effort, we are contacting each affiliate and asking them to update us as to the status of any assets that may be disposed, lost, sold, or otherwise no longer utilized.

Please find attached a file with two tabs. The first tab includes all equipment that is older than 10 years and has \$0 net book value (and thus, they will have no profit/loss impact if written off). The second tab includes a listing of all the remaining equipment. I have also attached an asset disposition form for your use. (We separated them into two tabs in an effort to make it easier to sort through.)

If you could please review these two lists at your earliest convenience and verify that these assets are still in service. If they are not, please let me know so I can dispose of them. In addition, please note any changes or additional information that you have for each asset. We'd like to have all responses back by March 5, 2010 so we can record any disposals prior to our preliminary audit.

Also attached is a copy of the "Asset Disposition and Transfer Form", which is to be completed and sent to accounting whenever a department has disposed of an asset or an asset has been transferred to another department.

Thank you in advance for reviewing and updating the attached list of assets. Feel free to send any questions, concerns or comments to the FASSC mailbox at Fassc@jhmi.edu or to Jason Kamrath directly at 443-997-5771.

Asset Listing has been reviewed and any changes are noted.

Functional Unit #

Signature

Date

Return signed and scanned memo to the FASSC mailbox or fax to 443-997-5728.