

**From:** [Modernization Initiative](#)  
**Subject:** Deadlines for pre-assigned inventory tags  
**Date:** Monday, October 26, 2020 11:54:17 AM  
**Attachments:** [image002.png](#)

---

*This message is being distributed to Area Finance Officers and equipment coordinators who have pre-assigned inventory tags.*

Hello area equipment coordinators,

Part of the transition to Workday includes deadlines and changes to how we handle pre-assigned inventory tags:

- The last date for departments to use pre-assigned inventory tag numbers for purchases is **November 1, 2020**, with October 31 being the last day of the month.
- Starting November 1, General Accounting will assign inventory numbers for all purchases of capital and trackable inventory.

We also need your help collecting outstanding tags. Please mail any remaining/unused pre-assigned tags to the Controller's Office/Property Inventory via campus zip 1025 by **December 1, 2020**.

These activities are part of the "cutover" from current systems to Workday. You can find more dates and details about Workday cutover at [modernization.wsu.edu/cutover](http://modernization.wsu.edu/cutover). For questions about Workday, please contact the Modernization Initiative at [modhelp.wsu.edu](http://modhelp.wsu.edu).

Please respond to this email with any questions or concerns about this request.

Thank you,

The Modernization Team

WSU Modernization Initiative  
[modern.initiative@wsu.edu](mailto:modern.initiative@wsu.edu)  
[modernization.wsu.edu](http://modernization.wsu.edu)

