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. For questions about Workday, please contact the Modernization Initiative at modhelp.wsu.edu.

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

Thank you,

The Modernization Team

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