



Financial Affairs

Organization Property Administrator – Mandatory Training in May

A mandatory 1 ½ hour training session will be held for all Organization Property Administrators (OPAs) across campus in May.

Please plan to attend one of the following trainings below:

- 1) Tuesday, May 14 from 2:00 pm to 3:30 pm. Classroom Bldg. #222
- 2) Thursday, May 23 from 10:00 am to 11:30 am. College of Business #21
- 3) Wednesday, May 29 from 10:00 am to 11:30 am. Classroom Bldg. #105

You will receive additional sign-up information soon from the LearnCenter. Please sign up for one of the three sessions by **Friday, May 9, 2019** according to LearnCenter instructions.

If you do not receive a LearnCenter notification this week, please contact Asset Management at property@uwyo.edu.

If you are located outside of Laramie, the Asset Management office will contact you next week with information about remote training.

Capital Equipment Inventory due May 3, 2019

A reminder that all organization inventories are due to the Asset Management office by **Friday, May 3, 2019** at property@uwyo.edu.

This is a critical requirement for the University's audit. If you are having any issues requiring assistance, please contact the Asset Management office as soon as possible.

Thank you,

Asset Management

Contact Information

Asset Management Office
Room 101, Old Main
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