

YEAREND LETTER DUE OCTOBER 1

(Use Agency Letterhead, Scan and E-Mail to Kathie.Lynch@auditor.alabama.gov or mail to address below.)

October 1, 20__

Ms. Kathie Lynch
Chief, Property Division
State Auditor's Office
P.O. Box 300200
Montgomery, Alabama 36130-0200

Dear Ms. Lynch:

In accordance with the Code of Alabama, Section 36-16-8, the annual physical inventory for *(Agency Name)* of all non-consumable items with an acquisition cost of \$500 or more, including weapons and all sensitive items, has been completed. The inventory shows _____ *(number of items)* items totaling \$_____ *(total acquisition cost of inventory)*. All assets have been located and accounted for. *(If some assets are not located, please notate how many items you were unable to locate and the cost of the items.)*

If additional information is required, please contact me at _____ (your telephone number).

Sincerely,

Property Manager

EXHIBIT R