

Memorandum (printed on agency letterhead)

DATE: [Date]

TO: [Agency Director/Commissioner]

FROM: [Name]
Property Manager

SUBJECT: [Asset Number/Description; Responsible Employee Name]

The following item was reported lost or stolen by [Employee Name], Division (if applicable):

##-##### (Asset #) – [Asset Description, Acquisition Date, Acquisition Cost \$\$\$\$]

Based on the statement attached from the employee, a determination of negligence or non-negligence is required by you. If actions are found to be negligent, the item(s) must be replaced by the person you deem to be negligent. Replacement cost is determined by one of the methods stated in Procedure 6, Section 2.a of the State of Alabama Property Manual.

Please advise me of your decision by initialing the appropriate status below.

Attachments:

Memo from [Employee Name]
State of Alabama Property Manual Section 6

_____Negligent

_____Not Negligent