

October 1, _____

Mr. Jared Nelson
State Auditor's Office
P.O. Box 300200
Montgomery, Alabama 36130-0200

Dear Mr. Nelson:

In accordance with the *Code of Alabama, Section 36-16-8*, our agency's annual physical inventory of all non-consumable items with an acquisition cost of \$500 or more, including weapons and all sensitive items, has been completed.

Dept. Number in Recoup by Assets Works: _____

Agency Name _____

Number of items over \$500 _____

Total acquisition cost of items over \$500 _____

Number of items under \$500 and considered Sensitive _____

Total acquisition cost of items under \$500 and considered Sensitive _____

Number of items under \$500 classified as a Weapon _____

Total acquisition cost of items under \$500 and classified as a Weapon _____

_____ All assets have been located and accounted for.

OR

_____ All assets have NOT been located and accounted for.

Number of items not located _____ Cost of items not located _____

Please call me at _____ or email me at _____
if additional information is needed.

Sincerely,

Property Manager