

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 of all non-consumable items with an acquisition cost of \$500 or more has been completed. The inventory shows _____ (number of items) items totaling _____ (total acquisition cost of inventory).

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

Sincerely,

Property Manager

EXHIBIT R