

Notification of Inventory

You are advised by this letter, that our agency will conduct our annual physical inventory beginning _____ . This notification is being submitted at least thirty (30) days prior to the date inventory is to begin in accordance with the State Property Control Regulations, Chapter 3, Paragraph 313.B.

Certification of Annual Property Inventory is Due On _____

Agency Name _____

Agency Number _____

Agency Address _____

Telephone Number (_____) _____ Date _____

Print Name

Property Manager Signature

For LPAA Use Only

Approval Signature

Date