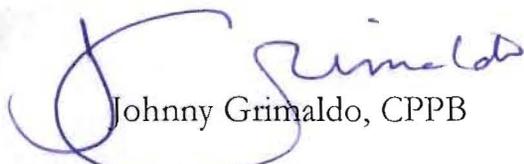

INTEROFFICE MEMO

DATE: 03-29-11
TO: COMMISSIONERS' COURT AND AUDITOR'S OFFICE
FROM: JOHNNY GRIMALDO, CPPB PURCHASING AGENT
RE: FA INVENTORY FOR SHERIFF'S DEPARTMENT

The Purchasing Agent and Captain Steve Mild conducted a Fixed Asset Inventory between March 21-25, 2011 for Departments 054, 042, 410, 055, and 058. I am pleased announce that no discrepancies were found. I would also like to note that Captain Steve Mild was instrumental in locating all of the assets located throughout the county and his scheduling of the officers for accurate inventorying eased the entire process.

Please call me if you have any questions @ ext. 501.

Sincerely,


Johnny Grimaldo, CPPB
Purchasing Dept.

Signed:


Sheriff Joe Hunt
Sheriff of Tom Green County


Captain Steve Mild
TGC Sheriff's Department