
INTEROFFICE MEMO

DATE: 12-20-11
TO: COMMISSIONERS' COURT AND AUDITOR'S OFFICE
FROM: JOHNNY GRIMALDO, CPPB PURCHASING AGENT
RE: FA INVENTORY FOR ADMINISTRATIVE SERVICES

The Purchasing Agent and Ms Anne Bramble conducted a Fixed Asset Inventory on December 20, 2011 for Departments 001. I am pleased announce that no discrepancies were found.

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

Sincerely,



Johnny Grimaldo, CPPB

Purchasing Dept.

Signed:



Anne Bramble, Administrative Services Director