
INTEROFFICE MEMO

DATE: 1/29/14
TO: COMMISSIONERS' COURT AND AUDITOR'S OFFICE
FROM: JOHNNY GRIMALDO, CPPB PURCHASING AGENT
RE: FA INVENTORY FOR DEPT 080

The Purchasing Agent, Purchasing Clerk, and Library staff conducted a Fixed Asset Inventory on January 29, 2014 for Department 080. No discrepancies were found.

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

Sincerely,



Johnny Grimaldo, CPPB

Purchasing Agent



Larry Justiss



Jill Donegan