

# 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

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## For LPAA Use Only

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date