

MEMORANDUM

TO: Office of the Controller
Division of Statewide Accounting Services
Office of the Controller

FROM: Jane Smith
Purchases and Payments Branch
Division of Financial Management

DATE: May 28, 2010

SUBJECT: Certification of Fixed Asset Report

I participated or observed the FY 2010 physical inventory of fixed assets started on February 12, 2010 and completed on April 30, 2010 for the following agencies:

- 132
- 136

I certify that prescribed procedures were followed to conduct the inventory and the attached reporting of “reportable” fixed assets accurately reflects the state owned assets in our possession.

Fiscal Officer Signature: _____

Date: _____

Phone: _____

Property Officer Signature: _____

Date: _____

Phone: _____