

MEMORANDUM

TO: Walter Konek, CPA
Division of Accounting

FROM: _____

DEPT: _____

SUBJECT: PROPERTY INVENTORY RECONCILIATION - FY 2007

I certify that a physical inventory has been performed and reconciled with the annual GAAP Report of Fixed Assets (F25F2705) as of _____, and conducted in accordance with the Budget and Accounting Policy Manual (Section IV,C, 1,a,(1),(a)). Furthermore, the Fixed Asset Subsystem has been updated to reflect all purchases and acquisitions as well as deletions during the past fiscal year.

Signed: _____
Responsible Official

Date: _____

This form is due in the Division of Accounting by **July 30, 2007**.
(FAX number 302-739-1304)