



MEMORANDUM

BUREAU OF FINANCIAL AND SUPPORT SERVICES

TO:

CC: Agency Support Services – Asset Management

FROM: William L. Evans, CFAS

DATE:

SUBJECT: Annual Physical Inventory/Confirmation Form Letter

As required by Section 4-36 of the General Statutes of Connecticut, the Bureau of Financial and Support Services has completed a physical inventory of all personal property assigned to the Bureau of _____ for the following units:

A copy of the results of the annual inventory is being provided for verification and control.

It is understood that deletions, additions and outside bureau transfers are completed by the Asset Management Unit, as required.

If you have any questions or concerns please contact Ed Stratton in Asset Management at (860) 424-3144.

Bureau Chief: _____

(Signature/Date)