

MEMO

To: John Gilbert
From: Erich Howard
Subject: Inventory
Date: 1/25/00

The Governor's Office needs to establish a Salvage Committee and which staff members are authorized to sign property reports. My initial suggestion for the Salvage Committee is Dr. Cole (Chief of Staff), John Gilbert (Director of Administration), Donna Simmons (Sr. Advisor to the Governor) and Erich Howard (Deputy Director of Administration). John Gilbert and Erich Howard would have authorization to sign property reports.

After the initial property audit, the next major situation for inventory is the transfer of old property to Surplus Property. Old computers and monitors being housed on the 16th floor, furniture that is being replaced in the Capitol and various other items need to be removed from the inventory. A slimmer inventory would definitely be desirable with the impending move to the Wolfolk Building.