

MEMO

To: Dr. Cole
From: Erich Howard
Subject: Inventory
Date: 1/23/00
CC: John Gilbert

The inventory for the Governor's office has not been completed yet. Ross Campbell of the Auditor's Office has performed a partial inventory of the mansion inventory. He has agreed to wait until we request an inventory due to the constant moving of computers at the present time.

Wes Ellis performed an inventory of the dark room in Capitol and discovered that several items were missing, including lens and cameras. Susan Fijman returned one of the cameras today (1/24).

There will be large volumes of paperwork to be completed to take old computers and furniture off the inventory. All furniture replaced in the Capitol must be removed to surplus storage.

I suggest that Judy Thompson and I perform an inventory this week before we request an official audit. This initial inventory will give us an opportunity to find items before an official audit is performed. If the items cannot be located with the two inventories, the Auditor's office can request the items from the previous administration through official channels.