



STARR COUNTY, TEXAS
OFFICE OF THE COUNTY AUDITOR

LETICIA P. ALANIZ, COUNTY AUDITOR

Memorandum

To: County Officials, Department Heads, and Staff

From: Leticia P. Alaniz, County Auditor

Date: 12-19-2022

RE: Inventory Asset Count

As part of our annual audit activities and also prescribed in the Starr County Purchasing Policies and Procedures Manual under the section for "Inventory & Disposition", I would like to request a verification of county assets by conducting a physical inventory count for all equipment, electronic devices, furniture, machinery, vehicles, buildings and road structure enhancements under your responsibility. The results of these records shall be used to update and reconcile our registers.

Please utilize additional pages to accommodate all inventory on hand.

*Note:

Equipment Tag ID	Disregard for this year.
Source of Fund	Fund number used to purchase the asset(s).
Condition	Upon disposition of the asset, select (excellent, good, poor, salvage, or scrap)
Disposition Method	Upon disposition of asset(s), indicate form: auction, trade-in, or sale.

As a reminder, any changes to your inventory throughout the fiscal year should always be reported to the county auditor's office by using the "Disposal of Surplus Inventory Form" after declaring the disposition of vehicles and heavy machinery to the Commissioner's Court for approval.

Your timely response is appreciated to ensure that all county assets are properly assigned and recorded. Therefore, we are requesting the "Inventory Count Report" responses by Tuesday, January 31, 2023.

Sincerely,

Leticia P. Alaniz
Starr County Auditor