



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS D	HSC

CITATION: State Property Control Regulations - Chapter 3 '313.C

PROCEDURE NAME: Instructions for completing Notification of Inventory Form AF-7

PURPOSE: To notify Louisiana Property Assistance Agency when annual physical inventory will begin submitted at least thirty (30) days in advance

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> Record the Date annual physical inventory is to begin and the due date. Record Agency name. Record our Agency number. Record Agency address. Telephone of Property Manager. Date – Date notification of Inventory form is being submitted to Louisiana Property Assistance Agency. Print and Sign Signature of Property Manager.