

MEMORANDUM

To: Ross Campbell
Office of the State Auditor

From: Erich Howard
Office of the Governor

RE: Filing Extension

Date: July 14, 2000

The Office of the Governor is requesting an extension for the filing of property Form F, which is due on the 15th of each month.

A master lease purchase agreement, which was entered into by the previous administration, has recently been paid off. The items purchased on the master lease purchase agreement did not have location codes. In order to properly submit these items on the Office of the Governor's inventory, additional time is required to ensure accurate identification.

Thank you for your assistance in this matter