

## MEMO

To: All Elected Officials and Department Heads

**Presidio County's Official Asset Inventory Day is scheduled for:**

**WEDNESDAY, SEPTEMBER 30<sup>TH</sup> at 9:00 a.m.**

It is **MANDATORY** for all Presidio area Department Heads to be present at the New County Yard, located at 2204 East Park Valley Avenue, no later than 9:00 a.m. with all assigned equipment and vehicles.

It is **MANDATORY** for all Marfa area Department Heads to be present at Vizcaino Field with all assigned equipment and vehicles no later than 9:00 a.m.

\*\*\*Each Department is responsible for the return of all assigned equipment and vehicles once they have been accounted for.

**Office inventory** for all Presidio area offices is scheduled for September 24<sup>th</sup> at 9:00 a.m.

**Office inventory** for all Marfa area offices is scheduled for September 25<sup>th</sup> at 9:00 a.m.

Our External Auditor, Doak Painter will be present on September 30, 2015.

Considering the coordination & planning it takes to accomplish this, we thank you in advance for your cooperation.

County Judge and Commissioners