

## EMAIL COMMUNICATION OF EQUIPMENT INVENTORY AUDIT

**Current Status of Equipment Inventory Audits: In Progress, 7/26/2016**

**Estimated Completion Time: August 12, 2016**

### Sample Email Communications to Laney College

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**From:** Shawnee Martinez  
**Sent:** Monday, July 25, 2016 6:39 AM  
**To:** Carlos Wilborn  
**Cc:** Phyllis Carter; Marie Hampton  
**Subject:** audit of fixed assets

**Hi Carlos**

**I would like to come to your campus tomorrow at 2:15 pm to conduct an audit of items we have asset tagged. I will need your assistant to possibly let us into areas that maybe locked. We will be looking for 5 federal assets and 5 state assets. Shouldn't take long.**

**Thank you**

**Shawnee Martinez  
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510 587-7866 Fax**