

# MEMORANDUM

May 30, 2017

TO: All Staff

FROM: Tracy J. Shycoff

SUBJECT: ARRB Inventory

I have attached an ARRB Inventory form to this memo for each of you to fill out. I need the forms completed and returned to me by COB, Thursday, September 18, 1997. The information on these forms is extremely important both for the upcoming audit and for the close-down next year.

A few instructions:

1. Computer Info-- the CPU is the base of your computer
2. Furniture-- this applies only to furniture that has been bought by the ARRB such as the grey lateral file cabinets. Use the internal ARRB cabinet number on each cabinet.
3. Other equipment-- calculators, fans, desk lamps, etc.
4. Books-- any book bought by the ARRB that is not in the library.
5. Telephone-- the model is the number on the back that is preceded by "M".

If you have any questions while you are filling this out, please ask. Thanks.