

**DIVISION OF ACCOUNTS AND REPORTS  
AUDIT SERVICES TEAM  
VERIFICATION OF INVENTORY SAMPLE ITEM NOT OBSERVED**

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**Part 1: To Be Completed By Division Of Accounts And Reports**

The following inventory item was selected for random sample for Agency Number \_\_\_\_\_

located at \_\_\_\_\_.

Property Number: \_\_\_\_\_

Description: \_\_\_\_\_

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Agency Representative: \_\_\_\_\_ Title: \_\_\_\_\_,

has indicated that this item is located at \_\_\_\_\_

Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part 2: To Be Completed By Agency**

I have personally observed the above inventory item located at \_\_\_\_\_

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Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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**RETURN FORM TO:**

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