Louisiana Property Assistance Agency
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 13, 2016
17-079

82600

Mr. John Crain
President
Southeastern Louisiana University
SLU 10784
Hammond, LA 70402

Mr. John Crain:

Your agency's Certification of Annual Property Inventory was received on September 1, 2016 and has been **approved**. Your next certification must be received by **September 1, 2017**.

Any property not located during your physical inventory must be placed in the "unlocated year" field in the statewide asset management database (AMS), and retained on your inventory for three years. Items subsequently located should be removed from the "unlocated year" field by submitting a change request in AMS.

State Property Compliance Officers may periodically examine your property control programs for completeness and accuracy of inventories, records, and reports. Please feel free to contact us if we may be of further assistance.

Sincerely,

Lisa E. Tucker, CFE
Compliance Manager

LT/bj

c: Mr. Richard Himber, Property Manager
c: Legislative Auditor