

## Loss of State Property Memo

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

To:           Division of Administration  
              Louisiana Property Assistance  
              Baton Rouge, Louisiana

ATTN: \_\_\_\_\_

FROM: \_\_\_\_\_  
          Property Manager

SUBJECT:   LOSS OF STATE PROPERTY

In accordance with R.S. 34:305D, I am notifying you of the loss of state property in the Coastal Protection and Restoration Authority as indicated in the attached correspondence.

Attachment:   Letter of notification from unit Police report (if theft is suspected)

C:        Originating Unit  
          Executive Staff Officer

Risk Management Coordinator (Please notify CPRA Property Control Office whether or not claim is filed. If claim is filed and reimbursement made, the CPRA Property Manager will request removal of equipment from inventory.)

GS-107