

# GILLESPIE COUNTY

## DEPARTMENT ASSET RESPONSIBILITY LETTER

I, \_\_\_\_\_ as the Department head of the \_\_\_\_\_ department, am responsible for all fixed assets and inventory in the above-mentioned department. My last day of employment with Gillespie County is: \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ assume responsibility for all fixed assets and inventory of the \_\_\_\_\_ department until I am released from this responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Acknowledged by:

\_\_\_\_\_  
Auditor Print / Signature

\_\_\_\_\_  
Date