

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

May 30, 2014

Dennis Moore
Fixed Assets Coordinator
Charlotte County Purchasing Division
Budget & Administrative Services Department
18500 Murdock Circle, Suite 344
Port Charlotte, FL 33948-1094

Dear Mr. Moore,

During the annual inventory audit, six items were identified as missing. A building floor plan for the Loveland facility and Englewood facility was printed. A room by room search was conducted by the Information Specialist. When the items were not located, the same search was conducted by the Property Delegate. A third room by room search was conducted by the Information Specialist and the Property Delegate. In addition, the Information Specialist and the Property Delegate conducted a search for the equipment at the 514 East Grace Street, Punta Gorda location. A Nursing Program Specialist conducted a search for the missing inventory at a previous clinic site. After an exhaustive search the annual inventory audit was submitted with the missing items identified.

If you have any questions please do not hesitate to contact me.

Sincerely,

A blue ink signature of Henry M. Kurban.

Henry M. Kurban, MD, MBA, MPH, FACPM
Director

A blue ink signature of Alberto Perez Jr.

Alberto Perez Jr.
Financial Administrator

cc: Management Information Systems

**Florida Department of Health in Charlotte County
Administration**

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