



*ASSOCIATED VALUATION SERVICES, INC.*

3501 COFFEE ROAD, SUITE 1C  
MODESTO, CALIFORNIA, 95355  
(209) 543 8245 OFFICE  
(209) 543 8280 FAX  
[WWW.AVS-1.COM](http://WWW.AVS-1.COM)

February 22, 2019

Isaac Williams  
Internal Auditor  
Mount Diablo Unified School District  
1936 Carlotta Dr.  
Concord, CA 94519

RE: Fixed Asset Inventory Audit Reporting Audit Proposal /Chromebook and Laptop Under \$500 and Tablet On Site Inventory Audit Option.

Dear Isaac,

Thank you again for your time and considering *ASSOCIATED VALUATION SERVICES, INC.* as your service provider.

Attached is a copy of the proposal for Onsite Fixed Asset Inventory Audit Reporting for Mount Diablo Unified School District. The analysis will include fixed assets exceeding the \$500 and above threshold.

Also included is the proposal for Chromebook and Laptop Under \$500 and Tablet On Site Inventory Audit Option.

We have also included a sample agreement for your review for our *WITS (WEB INTERFACE TRACKING SYSTEM)* to help you maintain and track both your equipment and Capital Asset GASB Analysis items. There would be a small transfer fee if you decided to add these items into WITS for audit reporting.

All inventoried items would be automatically added to *WITS* at no additional charge if the district is subscribed at the time of the inventory.

Please contact me at (209) 543-8245 or via email [fisherj@avs-1.com](mailto:fisherj@avs-1.com) to discuss any questions you may have.

If you do not have any questions and wish to proceed with the final work contract, please contact us at the above phone number to schedule the inventory and have an agreement sent to you.

Thank you very much for this opportunity to work with you and Mount Diablo Unified School District. We look forward to the possibility of working with you soon.

Regards,

Jeannette Fisher  
Consultant

**Attachment (2)**