To: Project Director

Agency

From: Program Manager

Date: / /

**Subject: THSO Equipment Release – FY16 and Prior Years**

Project Director,

The Tennessee Highway Safety Office (THSO) monitors and tracks all equipment purchased with THSO grant funding for a period of three years. Our records indicate that equipment items originally purchased with THSO grant funding has exceeded the three year tracking requirement. This equipment does not require any further tracking by the THSO. Any equipment purchased with THSO grant funding prior to and including the FFY 2016 grant year is now released to your agency. You should continue to track this equipment per your agency’s policy.

Since this equipment was originally purchased with THSO grant funding, our hope is that you continue to use it for traffic safety purposes. If you cannot find a traffic safety use for the equipment, we may be able to find another agency that can put it good use. If this is the case, please contact our office.

Thank you,

**Program Manager** | Title

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