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**MEMORANDUM**

**To: Title III Office**

**From: (Name)**

 **(Activity)**

 **(Department)**

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

**Re: EQUIPMENT TO BE TAGGED**

Please be advised that the equipment listed below, purchased during the month of \_\_\_\_\_\_\_\_\_\_, needs to be tagged. The Grant Year the equipment was purchased is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | P.O. Number | Location | Acquisition Cost | Date Received | Serial Number | Model | **For Office Use Only** |
| Title III | State |
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If there are any questions, please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.

-Forwarded to Receiving on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office Use Only: Tagged on: \_\_\_\_\_\_\_\_\_\_\_\_by: \_\_\_\_\_\_\_\_\_\_\_**