

## **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 L	Location	Acquisition	n Date Received	Serial Number	Model	For Office Use Only	
	Location	Cost				Title III	State
			P.O. NumberLocationAcquisition CostImage: CostImage: Cost <td>P.O. NumberLocationAcquisition CostDate ReceivedImage: CostImage: Cost</td> <td></td> <td>P.O. NumberLocationAcquisition CostDate ReceivedSerial NumberModelImage: Serial NumberImage: Serial NumberImage: Serial NumberImage: Serial NumberModelImage: Serial NumberImage: Serial NumberImage:</td> <td>P.O. Number Location Acquisition Cost Date Received Serial Number Model For Office Title III   Image: Serial Number Image: Serial Number Model Image: Serial Number &lt;</td>	P.O. NumberLocationAcquisition CostDate ReceivedImage: CostImage: Cost		P.O. NumberLocationAcquisition CostDate ReceivedSerial NumberModelImage: Serial NumberImage: Serial NumberImage: Serial NumberImage: Serial NumberModelImage: Serial NumberImage:	P.O. Number Location Acquisition Cost Date Received Serial Number Model For Office Title III   Image: Serial Number Image: Serial Number Model Image: Serial Number <

If there are any questions, please call me at \_\_\_\_\_

Thank you.

-Forwarded to Receiving on: \_\_\_\_\_

\_\_\_\_by: \_\_\_\_\_