



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

If there are any questions, please call me at _____

Thank you.

-Forwarded to Receiving on: _____

Office Use Only: Tagged on: _____ by: _____