MEMORANDUM

TO: Darlene James, Program Manager

Property Management Department

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(author)

(Program/Department)

DATE: \_\_\_\_\_\_\_\_\_\_

SUBJECT: DISPOSITION OF OFFICE FURNITURE/EQUIPMENT

The following table of contents are declared excess and are being returned to Property Management Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **PROPERTY TAG NO.** | **SERIAL NO.** | **CONDITION** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Should you have any questions, please contact me at \_\_\_\_\_\_ Thank you.

PMD: Property Clerk or Warehouse Worker

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cc: File