

SURPLUS MEMO

TO: Property Manager,
UL Lafayette

FROM: _____

DATE: _____

RE: Surplus Equipment

This is to inform you of the transfer the following items from (Department abbreviation) _____'s inventory to Surplus.

The undersigned agrees to transfer the property listed below. Please transfer.

[illegible]

Item #	State Tag	Description	Location for pickup

Department Head Approval:

Signed:_____

Printed name:_____

Title:_____

Account # _____