

# SAMPLE SURPLUS MEMO

Month, Date, Year

**TO:** Mindy Reed  
Manger of Property Control

**FROM:** John L. Smith  
Director/Department Head, Department A

**DATE:** Month, Date, Year

**RE:** Surplus Equipment

This is to inform you of our request to transfer the following items from Department A's inventory to Surplus.

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

ITEM NO.	STATE TAG #	DESCRIPTION	LOCATION FOR PICKUP
1	101250	Gateway Computer	PRKR 100

Department Head Approval:

\_\_\_\_\_  
John L. Smith  
Department Head, Dept. A  
Account #6002

\_\_\_\_\_  
Date

**NOTE:** More than one item can be listed on a surplus memo.