



DATE: _____

TO: Snohomish County Workforce Development Council
ATTN: Inventory Manager
917 134th Street S.W., Suite B-3
Everett, Washington 98204

FROM: _____

SUBJECT: **ACQUISITION OF EQUIPMENT**

MEMORANDUM

The following property has been acquired with WDC funds. The following information is provided.

| <u>WIA</u> | <u>Description</u> | <u>Serial</u> | <u>Current</u> | <u>New</u> |
|--------------|--------------------|---------------|-----------------|-----------------|
| <u>Tag #</u> | | <u>#</u> | <u>Location</u> | <u>Location</u> |

Signature of Property Manager