



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

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

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

SUBJECT: **REQUEST FOR DISPOSITION**

**MEMORANDUM**

The following WDC property is no longer needed at this location. We are requesting disposition instructions from your office. The following information is provided.

<u>WIA</u> <u>Tag #</u>	<u>Description</u>	<u>Serial</u> <u>#</u>	<u>Current</u> <u>Location</u>	<u>New</u> <u>Location</u>
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Signature of Property Manager