**EQUIPMENT MEMORANDUM FORM**

*This form must be submitted to the NEMO WDB before disposal or transfer of equipment. Once disposal is approved the NEMO WDB inventory tag number should be removed and returned to the WDB office. Disposal is the responsibility of the subcontractor. After disposal of equipment has been granted, equipment may not be returned to the NEMO WDB office.*

Sub-Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR:**

Transfer □ or Disposal □

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| Asset ID | Description & Mfg | Unit Acquisition Cost | Source of Property Funding (Program funded from?) | Location of Equipment | Acquisition  Date | Serial # | Current Use & Condition | Current Location | Transfer  Location | Sub Tag if any | Fair Market Value | Method Use to Determine Fair Market Value | Disposition/Sale Price or Fair Market Value |
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Sub-Contractor Signature Date

**NOTE:** *Equipment containing confidential/sensitive information such as computers, copiers, fax machines etc. must have all information removed before being properly disposed. Your signature above indicates that all confidential/sensitive information has been properly removed from the equipment you are requesting for disposal.*

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WDB Approval Signature and Date