

MEMORANDUM

From:
To: NAVDIVESALVTRACEN Minor/Plant Property Administrator
Subj: EQUIPMENT TAKE UP
Ref: (a) NAVDIVESALVTRACENINST 7320.1A

1. In accordance with reference (a), request the following equipment be taken up on the Minor/Plant Property Inventory Listing:

MFG NAME: _____

NOMENCLATURE: _____

MODEL: _____

BLDG NO.: _____ ROOM NO.: _____ CODE: _____

PLANT PROPERTY NO. (IF APPLICABLE): _____

2. Equipment was acquired by: (brief explanation):

(Department Head Signature)