



MEMORANDUM

TO: All Teachers
Outreach Program

FROM: Eduardo Martinez, Principal
Educational Alternative Outreach Program

SUBJECT: EQUIPMENT INVENTORY FOR THE OUTREACH PROGRAM

Center: _____ Teachers Signature: _____

Teacher's Name: _____

Type of Equipment	Make	Model	Serial No.	P.C. #

Type of Equipment	Make	Model	Serial No.	P.C. #