

DATE:

MEMORANDUM

TO: Property Fund Management Office

FROM:

SUBJECT: Component to be incorporated into existing equipment

Purchase order \_\_\_\_\_ has been issued to purchase the following component(s):

which will be incorporated into existing equipment, decal number \_\_\_\_\_.

The component(s) meets the criteria for incorporation, because it extends the life **and/or** production capacity of the existing equipment, as explained below:

If you have any questions, please feel free to contact me at \_\_\_\_\_.