

Request to Dispose

****This template letter may be used to create a request for approval to dispose of WIC (including BFPC or FMNP) Inventory item(s); letter needs to be submitted on Local Agency Letter Head to your Regional Nutritionist Consultant***

[Pick the date]

Type sender name, credentials

[Type the sender title]

Type the sender company name

[Type the sender company address]

Stephanie Bess, Chief, Bureau of Family Nutrition
815 East Monroe Street
Springfield, IL 62701

Dear Ms. Bess:

This letter is a request for approval to dispose of the following WIC equipment and remove this/these item(s) from our WIC equipment inventory list:

Inventory#	Description	Purchase Price	Date Purchased	Reason to Discard

Sincerely,

Type sender name, credentials

[Type the sender title]

Type the sender company name

Request to Transfer

****This template letter may be used to create a request for approval to transfer WIC Inventory item(s); letter needs to be submitted on Local Agency Letter Head to your Regional Nutritionist Consultant***

[Pick the date]

Type sender name, credentials

[Type the sender title]

Type the sender company name

[Type the sender company address]

Stephanie Bess, Chief, Bureau of Family Nutrition
815 East Monroe Street
Springfield, IL 62701

Dear Ms. Bess:

This letter is a request for approval to transfer the following WIC equipment to another WIC agency and remove this/these item(s) from our WIC equipment inventory list:

Serial #	Description	Reason to Transfer	Transferred to

Sincerely,

Type sender name, credentials

[Type the sender title]

Type the sender company name