

SURPLUS PROPERTY FORM

Please return signed form to Accounting, Administration 119

This equipment/furniture is located in the following area:

Building:		Room:	
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The material is no longer needed in this area because:

This material is available for distribution elsewhere or for surplus sale.

Form prepared by: _____

Signature of area supervisor _____

Signature of area Vice President _____

PSC TAG NO	SERIAL NUMBER	DESCRIPTION	VERIFICATION OF WORKING CONDITION- "YES" OR "NO"

FOR INVENTORY OFFICE USE ONLY:

The following items from the above list have been redistributed for use elsewhere:

(Signature of distributing authority) _____