

## INVENTORY DELETION Or TRANSFER

Please complete this form, tape it to the item and contact Facilities Management to schedule removal.

**Who has the item now?**

Dept \_\_\_\_\_ Campus \_\_\_\_\_ Bldg.# \_\_\_\_\_ Room \_\_\_\_\_

Quantity \_\_\_\_\_

Description \_\_\_\_\_

Brand \_\_\_\_\_ Serial # \_\_\_\_\_

**Perm Tag #** \_\_\_\_\_ **Must have.** (If the item is a computer or printer, submit this completed form to Suzie Van Tries, keep a copy to tape to the item)

**Where are you transferring the item to?**

Dept \_\_\_\_\_ Campus \_\_\_\_\_ Bldg. # \_\_\_\_\_ Room \_\_\_\_\_ |

Is this item operable? \_\_\_\_\_ Are all cords, parts and manuals attached? \_\_\_\_\_

Was the item Deleted? Why/How? \_\_\_\_\_

**DATE** \_\_\_\_\_ **SUBMITTED BY** \_\_\_\_\_

inv/deletion.doc

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