PICKUP [ ]  DELIVERY [ ]

TRANSFER OR RETIREMENT OF EQUIPMENT OR SUPPLIES

FROM

DEPARTMENT

BUILDING

DEPT # (5 digit) DATE

DEAN, DIR., HEAD (SIGN.)

CONTACT NAME

PHONE

RECEIVED BY DATE

TO

DEPARTMENT

BUILDING

DEPT # (5 digit) DATE

DEAN, DIR., HEAD (SIGN.)

CONTACT NAME

PHONE

RECOMMENDED DISPOSITION (See Below)

<table>
<thead>
<tr>
<th>FROM ROOM</th>
<th>TO ROOM</th>
<th>UNIVERSITY TAG NO.</th>
<th>DESCRIPTION (INCLUDE SERIAL #S)</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED DISPOSITION CODES:
(1)TRANSFER (A8) TRADE-SELL (EX) SURPLUS (A5) OTHER-EXPLAIN

REASON FOR DISPOSITION

DISPOSAL RECORD (For Central Warehouse use only):
DATE DISPOSITION

APPROVED BY __________________________ ASST. DIR. PURCHASING & WAREHOUSING

INVENTORY CONTROL.