

## DEPARTMENTAL EQUIPMENT INVENTORY DELETION REQUEST

Date		

REQUESTING DEPT.					were lost or stolen indicate date to Security as effective date.
RESPONSIBILITY ACC	OUNT				
CONTROL NO.	TAG NO.	DESCRIPTION (Include Serial No.)	REASON*	EFFECTIVE DATE	BUSINESS OFFICE APPROVAL
2					
3					
5					
6					
7 8					
	3 LOST 4 SOLD 5	SALVAGED IN DEPT 6 OTHER	DEAN		
NO HELAND		DEPARTMENTAL EQUIPMEN DELETION REQUEST		<b>Y</b> Date	I5 10/0
EQUESTING DEPT					were lost or stolen indicate date o Security as effective date.
ESPONSIBILITY ACCO					
CONTROL NO.	TAG NO.	DESCRIPTION (Include Serial No.)	REASON*	EFFECTIVE DATE	BUSINESS OFFICE APPROVAL
1					
2					

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1					
2					
3					
4					
5					
6					
7					
8					

* 1	TRADE-IN	2 STOLEN	3 LOST	4 SOLD	5 SALVAGED IN DEPT	6 OTHER

DEAN	