



### DEPARTMENTAL EQUIPMENT INVENTORY DELETION REQUEST

Date \_\_\_\_\_

If items were lost or stolen indicate date reported to Security as effective date.

REQUESTING DEPT. \_\_\_\_\_

RESPONSIBILITY ACCOUNT \_\_\_\_\_

CONTROL NO.	TAG NO.	DESCRIPTION (Include Serial No.)	REASON*	EFFECTIVE DATE	BUSINESS OFFICE APPROVAL
1					
2					
3					
4					
5					
6					
7					
8					

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

DEAN \_\_\_\_\_



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