Present Location: ____________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description Include Mfg., Model No. &amp; Serial No. (if equipment)</th>
<th>Approximate Cost of Original Acquisition</th>
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</table>

Reason Material is Surplus: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Condition of Material / Equipment:

- [ ] NEW
- [ ] EXCELLENT
- [ ] GOOD
- [ ] FAIR
- [ ] POOR
- [ ] USED

Comments: __________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Department Head Requesting Disposal: ________________________________________________

Do not write below this line — This portion is for Purchasing only

Material / Equipment
Sold or Transmitted To: ___________________________________________________________

Amount if Sold
Or Transferred: _________________________________________________________________

Disposal handled by: ____________________________ Date: ____________________________