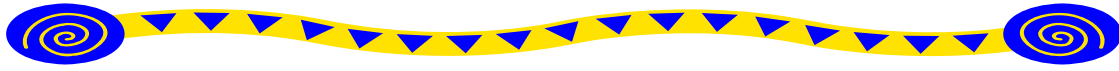


# SURPLUS PROPERTY



Please fill in the information below for each of your inventory items.

Inventory#: \_\_\_\_\_ Digital Picture#: \_\_\_\_\_

Type of Item: \_\_\_\_\_

Quantity: \_\_\_\_\_ Brand: \_\_\_\_\_

Model/Description: \_\_\_\_\_

Model #: \_\_\_\_\_ Year: \_\_\_\_\_

Features: \_\_\_\_\_

Condition:      Excellent      Good      Fair      Poor      Unknown

Why is this item going into surplus?: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Approved Property Committee: \_\_\_\_\_

Property Committee Chairman

Date