TRANSFER OR RETIREMENT OF EQUIPMENT OR SUPPLIES

FROM

DEPARTMENT ____________________________
BUILDING ____________________________
DEPT # (5 digit) ___________ DATE ___________
DEAN, DIR., HEAD ____________________________ (SIGN.)
CONTACT NAME ____________________________
PHONE ____________________________

TO

DEPARTMENT ____________________________
BUILDING ____________________________
DEPT # (5 digit) ___________ DATE ___________
DEAN, DIR., HEAD ____________________________ (SIGN.)
CONTACT NAME ____________________________ PHONE
RECEIVED BY ____________________________ DATE ___________

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<th>FROM ROOM</th>
<th>TO ROOM</th>
<th>UNIVERSITY TAG NO.</th>
<th>DESCRIPTION (INCLUDE SERIAL #S)</th>
<th>QTY.</th>
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RECOMMENDED DISPOSITION CODES: (1)TRANSFER (A8) TRADE-SELL (EX) SURPLUS (A5) OTHER-EXPLAIN

DISPOSITION RECORD (For Central Warehouse use only):
DATE ___________ DISPOSITION ____________________________

APPROVED BY ____________________________ ASST. DIR. PURCHASING & WAREHOUSING