



Inventory Control Form

From: _____

To: Business Services & Procurement

Building: _____

Room # _____

Building: CP Building

Room # 138

1. Description and condition of surplus equipment:

Note: One form per item, unless duplicate items.

Inventory Number (s) or
VEA Numbers (black stickers)

2. Recommended Disposition:

Comments:

☐ Destroy (DE)

☐ Donate (DO)

☐ Lost (LO)

☐ Salvage (SA). Please list costs:

☐ Sell (SO)

☐ Stolen (ST)

☐ Trade-in (TI). Please list value:

☐ Obsolete (OB)

3. Initiated by:

Name

Ext.

4. Approved by:

Division Chair/Supervisor

Date

VP of Academic Affairs, if academic equipment

Date

Dean / VP / President if purchase price > \$1,000

Date

To be completed by Business Services:

Final Disposition Code: _____

Final Cost of Disposal: _____

Trade in Value (if applicable): _____

Comments: