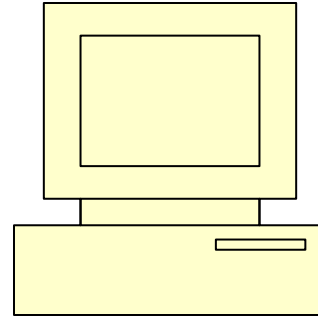


DATE: July 28,2003  
TO: All Departments  
FROM: Loran Morgan, Inventory Control  
SUBJECT: Surplus Equipment Form



A centralized location for surplus equipment has been set up by the Concord College Inventory Department for the purpose of processing all surplus equipment campus wide. Surplus equipment will be placed in **three disposition categories:**

1. Equipment to be returned to Dunbar/Surplus Property.
2. Equipment to be stored in Sarvay Hall basement.
3. Equipment to be junked.

Please make a list of all surplus equipment and it's location in your department so that it may be picked up as soon as possible. Please send copy of this form to **INVENTORY/RECEIVING DEPARTMENT - ATTN: LORAN MORGAN.**

<u>ITEM/ASSET #</u>	<u>BLDG/ROOM #</u>	<u>DISP/CATEGORY #</u>
_____	_____	_____
_____	_____	_____
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Signature

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Date