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 University Inventory Department for the purpose of processing all surplus equipment campus wide. Surplus equipment will be placed in **two disposition categories:**

1. **Equipment/Office Furniture to be stored in Trailer #2.**
2. **Equipment to be junked/recycled.**

Please make a list of all surplus equipment and its 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.**

ITEM/ASSET #	BLDG/ROOM #	DISPOSITION CATEGORY #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Signature Date

Revised: November 2017