



# Inventory Disposition

July 1, 2020– June 30, 2021



**Description:** \_\_\_\_\_  
\_\_\_\_\_

**Manufacturer/Brand:** \_\_\_\_\_

**Serial #:** \_\_\_\_\_ **DESC Inventory#** \_\_\_\_\_

Peripherals to be removed/transferred: (Mouse, keyboard, monitor...)

If these have inventory numbers, list them.

\_\_\_\_\_

**Purchasing Program:** \_\_\_\_\_ **Location of Item:** \_\_\_\_\_

**Action Type:** Scrap      Sold      Stolen      Trade In

Transferred to another program

New program, owner & location \_\_\_\_\_

\_\_\_\_\_

**Action Date:** \_\_\_\_\_

- |                                    |
|------------------------------------|
| 1. Attach sales document and price |
| 2. Attach copy of police report    |
| 3. Attach trade-in documentation   |

**Reason for Action:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Person Requesting Change

\_\_\_\_\_  
Title

\_\_\_\_\_  
Coordinator/Supervisor

\_\_\_\_\_  
Date

**Note:** \_\_\_\_\_

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