



INVENTORY RELEASE FORM

TO: PROPERTY MANAGEMENT 1 PSS BUILDING

FROM: _____ PHONE#: _____ FUND#: _____ DATE: _____

Releasing Department

Has a work order been submitted? Yes NO

SERIAL NUMBER	DESCRIPTION	ORIGINAL P.O. #	LOCATED ROOM & BLDG	TO PROPERTY MANAGEMENT OR OTHER DEPARTMENT (PLEASE ONE BOX FOR EACH ITEM)	INVENTORY TAG #
12345	<i>Steelcase Desk Surround</i>	<i>PO67891</i>	<i>1 PSS</i>	<input type="checkbox"/> Surplus, Cannibalized, or Not Working <input checked="" type="checkbox"/> Transfer to <u>Police</u> (Dept) Room <u>10</u> BLDG <u>PSS</u> <input type="checkbox"/> Trade In <input type="checkbox"/> Lost/Stolen	<i>013579-0</i>
				<input type="checkbox"/> Surplus, Cannibalized, or Not Working <input type="checkbox"/> Transfer to _____ (Dept) Room _____ BLDG _____ <input type="checkbox"/> Trade In <input type="checkbox"/> Lost/Stolen	
				<input type="checkbox"/> Surplus, Cannibalized, or Not Working <input type="checkbox"/> Transfer to _____ (Dept) Room _____ BLDG _____ <input type="checkbox"/> Trade In <input type="checkbox"/> Lost/Stolen	
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				<input type="checkbox"/> Surplus, Cannibalized, or Not Working <input type="checkbox"/> Transfer to _____ (Dept) Room _____ BLDG _____ <input type="checkbox"/> Trade In <input type="checkbox"/> Lost/Stolen	

APPROVED: _____

Releasing Department Head
Pink - Releasing Department

Accepting Department Head
Yellow - Accepting Department

Property Management
White - Property Management

Date

NOTES:

PROPERTY MANAGEMENT ACCEPTS ALL ITEMS REGARDLESS OF CONDITION. TO COMPLY WITH LICENSING AGREEMENTS, ALL COMPUTERS MUST BE REFORMATTED BEFORE RELEASING TO PROPERTY MANAGEMENT. THE "UTS NOTICE OF COMPUTER RELEASE" FORM MUST BE SUBMITTED.

FOR PROPERTY MANAGEMENT USE ONLY

JUNKED RECYCLE DONATE GUS