

Method of Disposition: check appropriate box below

Donation
 Sale
 Trade
 Scrapped
 Transferred
 Surplus Recycle

Item #	Description	Model #	Serial #	Qty	Unit	Inventory #	Cond	Orig. Cost	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
EX:									

Property Management will assist you by providing original costs and bar coding information.

Skilled Authority Dept VP, Chair, Dean, Director	Title/Position	Skilled Authority (Signed)	
Assistant Director/Property Management(typed) Kevin Koschel	Assistant Director/Property Management(signed)	Director of Administrative Services (Typed) Mark Case	Director of Administrative Services (Signed)
Agency Name Western Connecticut State University	Agency Address 181 White Street Danbury CT 06810		Date

Return Request to Property Management: Att K. Koschel Old Main room 014 (7-8758)

