BUFFALO STATE COLLEGE

Original Report of Surplus College Property Original form to Property Control, Moore Hall 124 Retain a copy for your file

lame of Reporting De	partment:		Date:	Phone Ext:		
ITEM		Location	Make	Model S	Serial/SUCB	
1)		2000000	111110	1110001	,	
2)						
3)						
4)						
5)						
6)						
Below, write "good", "		or" corresponding with th		ove. Please note that an	item is in	
Condition	Good/Fair	:/Poor		Physical Assessment: missing parts, damage, need repair *		
Item #1 from above						
Item #2 from above						
Item #3 from above						
Item #4 from above						
Item #5 from above						
Item #6 from above						
If none, enter 'none.'			<u>l</u>			
ompleted and returned	d to Property lamage, the e		department is otherw	vise responsible for its ALL SIGNAT	safekeeping,	
agnature of predomin		(5))		WILL BE REM		
		DATE				
signature of supervisor	r of predomir					
			· · · · · · · · · · · · · · · · · · ·			
signature of departmen	nt chair/direc	tor)				
	arefully; that	n is no longer required fo the information pertaining understand all information	ng to physical conditi	on has been accurately i		
em(s) number(s) listed belo	ow are to be: (che	FOR PROPERTY CON SURPLUS PROPERT eck the box and fill in the inform	Y DISPOSITION			
2	Submitted for Surplus (date of ermination)	Placed in Storage (WO# to move, storage located, d	Scrapped (WO# to dispose, da	Reclaimed by Departr (date reclaimed)	nent Transferred to another Dept. (WO#, date, new located and dept.)	
,						
DIRECTOR, Property	Control	d below if the above iten	· ·	DATE		
TRECTOR, Business	services			DAIE		