<table>
<thead>
<tr>
<th>PROPERTY DESCRIPTION</th>
<th>CODES*</th>
<th>SERIAL NO.</th>
<th>MODEL NO.</th>
<th>PRESENT LOCATION (Bldg., Wing, Room)</th>
<th>NEW LOCATION (Bldg., Wing, Room)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>COND:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E: Excellent</td>
<td>G: Good</td>
<td>P: Poor</td>
<td>S: Scrap</td>
<td>C: Cannibalized</td>
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</tbody>
</table>

If you have any questions regarding the completion of this form, call Property Control, 5-3777

**APPROVALS**

**INTRADEPARTMENT MOVEMENT**

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>PHONE</th>
<th>PROPERTY CUSTODIAN SIGNATURE</th>
<th>DATE</th>
<th>RECEIVING DEPARTMENT NAME</th>
<th>RECEIVING DEPT. CHAIR SIGNATURE (OR DESIGNEE)</th>
<th>DATE</th>
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</thead>
</table>

**INTERDEPARTMENT TRANSFER**

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<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>PHONE</th>
<th>RELEASING DEPARTMENT NAME</th>
<th>DATE</th>
<th>RELEASING DEPT. CHAIR SIGNATURE (OR DESIGNEE)</th>
<th>DEPT. CHAIR SIGNATURE (OR DESIGNEE)</th>
<th>DATE</th>
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</thead>
</table>

**DISPOSAL/SALVAGE or TEMPORARY WAREHOUSE STORAGE**

<table>
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<th>DEPARTMENT NAME</th>
<th>PHONE</th>
<th>RECEIVING DEPARTMENT NAME</th>
<th>RECEIVING DEPT. CHAIR SIGNATURE (OR DESIGNEE)</th>
<th>DATE</th>
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</thead>
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**VERIFICATION SIGNATURES** (for Property Control, Surplus and Physical Plant use only).

<table>
<thead>
<tr>
<th>PROPERTY CONTROL/SPONSORED PROGRAMS</th>
<th>DATE VERIFIED</th>
<th>SURPLUS MANAGER (OR DESIGNEE)</th>
<th>DATE VERIFIED</th>
<th>PHYSICAL PLANT</th>
<th>DATE HANDLED</th>
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<tbody>
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<td>RELEASING DEPARTMENT</td>
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<td>RECEIVING DEPARTMENT</td>
<td>DATE RECEIVED</td>
<td>1472 11/91</td>
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