



Southwestern Oklahoma State University
Surplus Deletion

DO NOT INCLUDE COMPUTERS OR PRINTERS ON THIS FORM

The following equipment should be deleted from departmental inventory and declared as surplus.

Date \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Account #: \_\_\_\_\_

Table with 5 columns: INVENTORY NUMBER, SERIAL NUMBER, DESCRIPTION (with red warning text: NO COMPUTERS OR PRINTERS PLEASE), REASON FOR REMOVAL (WORKING CONDITION WORKS/DOES NOT WORK), BUILDING ROOM #. The table contains 20 empty rows for data entry.

\_\_\_\_\_  
CHAIR/DEAN

\_\_\_\_\_  
DIRECTOR OF BUSINESS AFFAIRS