

**PROPERTY CHANGE NOTICE/SURPLUS EQUIPMENT**

**Property Information**

Asset Number 33333 Quantity 1 Serial Number \_\_\_\_\_  
Description VCR Class Code \_\_\_\_\_  
Model 6925H Manufacturer Sony  
Original Acquisition Date \_\_\_\_\_ Original Cost \_\_\_\_\_  
Purchase Order Number \_\_\_\_\_ Purchase Order Date \_\_\_\_\_

**Addition** Site Address: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**Deletion** Reason: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**Transfer** From: \_\_\_\_\_  
To: \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Pick Up Needed? Yes \_\_\_ No \_\_\_

**Surplus** From: Department or site  
To: COE Warehouse  
Condition of Item: Good \_\_\_ Fair X Poor \_\_\_  
Effective Date: 4-6-98 Pick Up Needed? Yes X No \_\_\_

**Donated Property** Approximate Value: \_\_\_\_\_  
Donated by: \_\_\_\_\_  
(Attach Copy of Board Minutes Accepting Property)

After General Services receives this notice, you will be sent an asset number which you must place on the donated property.

**THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE ORIGINATING DEPARTMENT**

Date: 4-6-98 Completed by: Jane Doe Phone Number: 281-9696  
Department/Program/Project Name: Parkway Child Development Center/CSD  
Authorized Signature: \_\_\_\_\_

**Distribution: White - General Services, Insurance, Mail Code 254; Yellow - Originating Department**