Kenyon College
Inventory Disposal Form

If Inventory Tag number IS available, please provide the following information.

<table>
<thead>
<tr>
<th>Inventory Tag Number</th>
<th>General Device Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Method of Disposal: Discarded ___________________________  Sold ___________________________

If Sold, To Whom _______________________________________

Amount Received ___________________________  Act # Credited ___________________________

In Storage (specify where) ___________________________

Other (specify) _______________________________________

Date of Disposal ___________________________

By _______________________________________

If Inventory Tag number is NOT available, please provide the following additional information.

<table>
<thead>
<tr>
<th>Specific Description</th>
<th>Model Number</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manufacturer/Vendor ___________________________

Location (Building) ___________________________

Location (Room) ___________________________

Department ___________________________