

Kenyon College
Inventory Disposal Form

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

Inventory Tag Number _____

General Device Description _____

Method of Disposal: Discarded _____ Sold _____

If Sold, To Whom _____

Amount Received _____ Acct # Credited _____

In Storage (specify where) _____

Other (specify) _____

Date of Disposal _____

By _____

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

Specific Description _____

Model Number _____

Serial Number _____

Manufacturer/Vendor _____

Location (Building) _____

Location (Room) _____

Department _____