

SCHEDULE FOR UNSERVICEABLE ITEMS FOR DISPOSAL

Department/Unit:.....

Contact Person:.....

Collection Period:.....

Phone Number:.....

S/N	DESCRIPTION OF ITEM	QTY	LOCATION OF ITEM	STATE OF ITEM
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Submission Guideline

- ◆ Each unit should complete one for per quarter
- ◆ All listed items must be physically available for inspection by the Board of Survey
- ◆ Items should remain within the unit officially surveyed and approved for disposal.