

SURPLUS EQUIPMENT  
NOTIFICATION

To: Chris Lockwood  
From: \_\_\_\_\_  
CC: \_\_\_\_\_  
Date: \_\_\_\_\_

LNS Number: \_\_\_\_\_  
Description: \_\_\_\_\_  
Manuf: \_\_\_\_\_  
Model #: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Location: \_\_\_\_\_

Reason for Disposal: \_\_\_\_\_  
(obsolete/broken)

(PLACE ALL CORNELL STICKERS FROM  
EQUIPMENT HERE)

*Note: if this is computer equipment, all data and software must be cleared before bringing down for disposal.*

Instructions: Fill out all information, attach this form to the equipment, and then bring equipment form to C. Lockwood, Wilson 141.