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.