

# DOÑA ANA COUNTY HEAD START

## EQUIPMENT / SUPPLIES DISPOSAL and TRANSFER REPORT

**This report is to be filled out for all equipment purchased with Head Start funds whether or not it is tagged with the NMSU number and is non-functional, missing, stolen, requires storage, etc. All items for disposal/transfer MUST be turned into the Administrative Office along with this report.**

Property/Supply routed from: \_\_\_\_\_

Item description: \_\_\_\_\_

PLEASE INCLUDE (for NMSU property):

\* TAG #: \_\_\_\_\_

\* Serial Number/Model #: \_\_\_\_\_

\* Manufacturer #: \_\_\_\_\_

Reason for disposal: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

- Item sent for storage
- Non-functional (can't be repaired)
- No longer wanted or needed

**Any transfer or disposal items must be taken off center inventory.**

Staff submitting form (Print): \_\_\_\_\_ Date sent: \_\_\_\_\_

### For Office Use Only

- Surplus, sent to property
  - Cannibalized
  - Trashed
  - Storage
  - Transfer
- (From \_\_\_\_\_ to \_\_\_\_\_)
- Taken off "internal" departmental inventory \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Administrative staff)