NOTIFICATION OF ASSET CHANGE OF STATUS

____ ADDITION ____ MOVEMENT ___√___ DISPOSAL

TAG NUMBER: D2211

ASSET DESCRIPTION: Binding Machine

A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: Lexington FROM: _____

AREA/ROOM: CURRENT: Basement FROM: _____

DEPARTMENT: CURRENT: _____ FROM: _____

MANUFACTURER: GBC

MODEL #: 450KM3 SERIAL #: DF07249

DATE ACQUIRED: _____ HISTORIC VALUE: _____

P.O. NUMBER: _____ GRANT NAME: _____

CONDITION: POOR DISPOSITION: _____

B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: hasn't been used in 20 years

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL: _____ DATE: _____