

# NOTIFICATION OF ASSET CHANGE OF STATUS

     ADDITION   x   MOVEMENT   x   DISPOSAL

TAG NUMBER: 16565 & 01790

ASSET DESCRIPTION OR ASSET CODE: Ricoh Fax 2000L

## A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: High School FROM:                     

AREA/ROOM: CURRENT: A104 FROM:                     

DEPARTMENT: CURRENT: Athletics FROM:                     

MANUFACTURER: Ricoh

MODEL NUMBER: FAX 2000L SERIAL NUMBER: M9008100351

DATE ACQUIRED:                      HISTORIC VALUE:                     


P.O. NUMBER:                      GRANT NAME:                     

CONDITION: Good - Working DISPOSITION:                     

## B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: Purchase a newer Fax

DATE OF DISPOSAL:                      APPROVAL:                     

ASSET ADMINISTRATOR APPROVAL:  DATE: 4/03/12

