# **Disposal Inventory Sheet**

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| Office |       | Date of Request |       |
| Staff |       | Location |       |

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| Asset Number | SERIAL/ID  | Item Description/Vendor | Purchase  Price | Purchase Date | Transfer From | Disposal:  | Condition |
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|  | Requested by: |  | Date |
|  | Approved by: |  | Date |
|  | Removed by: |  | Date |