

# EQUIPMENT DELETION NOTICE

**TO:** Jacqueline E. Holliday  
 Supervisor Stores & Central Receiving , MSC 145  
 Phone #2626 Fax #2115 E-Mail: jacqueline.jefferson@tamuk.edu

**DATE:** \_\_\_\_\_

**FROM:** Dept \_\_\_\_\_ & Contact \_\_\_\_\_  
 MSC \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

**LOCATION OF ITEM:** \_\_\_\_\_

## FURNITURE AND OTHER EQUIPMENT

QTY	DOES IT WORK?	ITEM DESCRIPTION	TAMUK ID#	SERIAL #	CONDITION OF ITEM	STATE PROBLEM IF NOT WORKING	DISMANTLED FOR PARTS	DAMAGED? DESTROYED? UNUSABLE?	IS IT REPAIRABLE?
	YES/NO						YES/NO		

## COMPUTER EQUIPMENT

QTY	DOES IT WORK?	ITEM DESCRIPTION	TAMUK ID#	SERIAL #	CONDITION OF ITEM	STATE PROBLEM IF NOT WORKING	DISMANTLED FOR PARTS	DAMAGED? DESTROYED? UNUSABLE?	IS IT REPAIRABLE?
	YES/NO						YES/NO		

**SIGNATURE:** \_\_\_\_\_  
Head of Department